

**CLASSIFICATION PLAN AND SALARY AND
BENEFITS PLAN
FOR THE EMPLOYEES
OF
THE STATEWIDE GUARDIAN AD LITEM
OFFICE OF THE STATE OF FLORIDA**



Adopted by the Commissioners of the Justice Administrative Commission

September 12,
2017

Effective October 1, 2017

Table of Contents

Introduction	4
<i>Authority</i>	4
<i>Scope and Purpose</i>	4
<i>Statements of Policy</i>	4
CHAPTER 7.1 - DEFINITIONS	5
CHAPTER 7.2 - CLASSIFICATION PLAN	10
7.2.01 <i>Scope and Purpose</i>	10
7.2.02 <i>Statements of Policy</i>	10
7.2.03 <i>Administration of the Plan</i>	11
7.2.04 <i>Class Specifications</i>	11
7.2.05 <i>Position Descriptions</i>	11
7.2.06 <i>Exercise of Classification Authority and Procedures</i>	12
7.2.07 <i>Assignment of Lead-Worker Duties</i>	12
7.2.08 <i>Use of Class Titles</i>	12
CHAPTER 7.3 - PAY PLAN	13
7.3.01 <i>Scope and Purpose</i>	13
7.3.02 <i>Statements of Policy</i>	13
7.3.03 <i>Method of Payment</i>	13
7.3.04 <i>Employment Salary</i>	13
7.3.05 <i>Salary Increases</i>	14
7.3.06 <i>Pay Upon Demotion</i>	14
7.3.07 <i>Pay for Less than Full-Time Employment</i>	14
7.3.08 <i>Overlap in Position</i>	15
7.3.09 <i>Dual Employment and Compensation</i>	15
7.3.10 <i>Off Duty Employment</i>	16
7.3.11 <i>Perquisites</i>	16
7.3.12 <i>Processing of Pay Changes</i>	16
7.3.13 <i>Budgetary Limitations</i>	16
7.3.14 <i>Computation of Hourly Rate</i>	16
7.3.15 <i>Effective Date of Salary Changes</i>	16
CHAPTER 7.4 - ATTENDANCE AND LEAVE	18
7.4.01 <i>Scope and Purpose</i>	18
7.4.02 <i>Statements of Policy</i>	18
7.4.03 <i>Hours of Work</i>	19
7.4.04 <i>Record-Keeping</i>	20
7.4.05 <i>Overtime and Compensatory Leave</i>	20
7.4.06 <i>Holidays and Other Authorized Activities</i>	20
7.4.07 <i>Annual Leave</i>	22
7.4.08 <i>Sick Leave</i>	25
7.4.09 <i>Sick Leave Transfer Plan</i>	28
7.4.10 <i>Disability Leave</i>	30
7.4.11 <i>Administrative Leave</i>	31
7.4.12 <i>Military Leave</i>	34
7.4.13 <i>Other Leave Without Pay</i>	34
7.4.14 <i>Family Medical Leave Act (FMLA)</i>	34

7.4.15 Domestic Violence or Sexual Violence Leave	35
CHAPTER 7.5 -MANAGEMENT EMPLOYEES.....	36
7.5.01 Scope and Purpose.....	36
7.5.02 Statement of Policy.....	36
7.5.03 Designation of Management Classes.....	36
7.5.04 Attendance and Leave.....	36
7.5.05 Insurance Benefits	36
7.5.06 Accrual of Compensatory Leave	36
CHAPTER 7.6 - EXECUTIVE DIRECTOR.....	37
7.6.01 Scope and Purpose.....	37
7.6.02 Statements of Policy.....	37
7.6.03 Salary and Benefits.....	37

Introduction

Authority

Effective July 1, 1985, s. 43.16, F.S., requires the Executive Director of the Justice Administrative Commission (JAC) to employ any necessary personnel for the efficient performance of the Commission, according to a Classification Plan and Salary and Benefits Plan annually approved by the Commission. These Plans are hereinafter referred to collectively as “Pay Plan.”

Chapter 7 of the JAC Pay Plan outlines the Classification Plan and Salary and Benefits Plan of the Statewide Guardian ad Litem Office (GAL) subject to the restrictions as described in s. 39.8296(2), F.S., which reads as follows:

39.8296 Statewide Guardian ad Litem Office; legislative finding and intent; creation; appointment of Executive Director, duties of office -

(2) STATEWIDE GUARDIAN AD LITEM OFFICE. — There is created a Statewide Guardian ad Litem Office within the Justice Administrative Commission. The Justice Administrative Commission shall provide administrative support and service to the office to the extent requested by the Executive Director within the available resources of the Commission. The Statewide Guardian ad Litem Office shall not be subject to control, supervision, or direction by the Justice Administrative Commission in the performance of its duties, but the employees of the office shall be governed by the classification plan and salary and benefits plan approved by the Justice Administrative Commission.

Scope and Purpose

This manual sets forth classification and pay rules applicable to employees filling authorized and established positions in the GAL. The Pay Plan is designed to provide a uniform method of recruitment, hiring, advancement, position and salary classification, administration, benefits, and other related activities.

Statements of Policy

1. For purposes of this GAL Pay Plan, the Executive Director is considered to be the “employer.”
2. All employees of the GAL are exempt from the Florida State Personnel System and serve at the pleasure of the employer. Notwithstanding s. 110.205(5), F.S., employees are not included in the Senior Management Service or the Select Exempt Service.
3. The GAL will comply with all applicable state and federal laws.
4. The Executive Director is authorized to issue written policies and procedures consistent with this Pay Plan. In the event there are inconsistencies between the GAL Employee Handbook and the Pay Plan, the terms of the Pay Plan shall control.

CHAPTER 7.1 - DEFINITIONS

ABANDONMENT OF POSITION – The unauthorized absence by an employee from the employee's position for three consecutive work days; abandonment of position shall be considered a voluntary resignation.

ADD AND DELETE – A budgetary action involving the abolishment of an authorized and/or established position, and the addition of an authorized position.

ADMINISTRATIVE LEAVE – Authorized leave of absence with pay not chargeable against an employee's accrued leave credits.

ANNUAL LEAVE – Authorized leave of absence with pay granted an employee for vacation or other personal purposes.

APPOINTMENT – The act of placing an employee in an established position.

AUTHORIZED POSITION – A position included in an approved budget.

CARETAKER – The role the employee or employee's spouse assumes as the primary provider of direct care for a member of the employee's or spouse's immediate family who is ill, injured, or requires well-care check-ups, as well as those persons for whom the employee or the employee's spouse has legal authority or guardianship.

CLASS TITLE OR TITLE OF POSITION – The official name assigned to a position or class of positions.

CLASSIFICATION PLAN -A document which formally describes the concepts, rules and regulations and class specifications utilized in the classification and reclassification of positions in the Guardian ad Litem (GAL) Program.

CLASS SPECIFICATION – The document which defines the allocation concepts, type of work, level of difficulty or responsibilities, education and training guidelines, knowledge, skills and abilities, as well as other information determined appropriate by the GAL. Class Specifications are identified by a class title and class code number.

COMPENSATION – The total amount of the monetary and non-monetary pay provided to any employee by an employer in return for work performed as required.

COMP TIME OR COMPENSATORY TIME – The time earned by employees when they work more than 40 hours in a work week and cannot “flex” out their time to bring the total hours worked down to 40 hours. For Included employees, compensatory time accrues at the rate of 1.5 times the employee's hourly rate.. Included employees are paid for unused compensatory time when they separate from the GAL Program. Excluded employees earn “other” compensatory leave on an hour-for-hour basis. Excluded non managerial employees may accrue compensatory leave up to a maximum of 240 hours per year and are not compensated for the leave upon termination from the GAL Program. Excluded managerial employees may not accrue compensatory time.

COMPETITIVE AREA DIFFERENTIAL – An additional pay amount added to a class minimum to compensate

for higher than average market rates in designated areas of the State.

CONCEPTS AND ALLOCATION FACTORS – The statements included in the "Distinguishing Characteristics of Work" section of the class specification.

CREDITABLE SERVICE – Service credit of one month awarded for each calendar month in which an employee is paid for any service performed in an authorized and established state position.

DEMOTION – Movement of an employee from one position to a different position having a lesser degree of responsibility or lower pay. A decrease in pay may accompany a demotion.

DISMISSAL – The action taken by the GAL Program against an employee to separate the employee from the GAL.

DEFERRED RETIREMENT OPTION PROGRAM (DROP) – The program under s. 121.091(13), F.S., for eligible employees who retire and elect to defer their retirement benefits while continuing employment for a maximum of five years.

DUAL EMPLOYMENT AND COMPENSATION – Compensation of an employee within state government simultaneously from any appropriation other than appropriations for salaries or the compensation of an employee simultaneously by more than one state agency; see also, Off Duty Employment.

ESTABLISHED POSITION – An authorized position which has been classified in accordance with a classification and pay plan as provided by law.

EMERGENCY STATUS – An appointment status into a full or part-time established position to meet an emergency need that necessitates suspension of normal advertisement actions. May extend up to three (3) months in a twelve (12) month period. Extensions must be approved by the Executive Director.

EXCLUDED POSITION – A classified position in the GAL's salary schedule which is exempt from the *Fair Labor Standards Act* does not permit the payment of overtime. Excluded employees may be non-managerial or managerial. This status is indicated on the Guardian ad Litem Salary Schedule (Attachment 2).

EXECUTIVE DIRECTOR – The individual employed by the Statewide Guardian ad Litem Office and appointed by the Governor pursuant to s. 39.8296(2)(a), F.S. When this term is used throughout Chapter 7 of this Pay Plan it shall refer to the Executive Director of the GAL Program or designee unless expressly stated otherwise.

FAIR LABOR STANDARDS ACT – FLSA, a federal law which prescribes standards for minimum wage and overtime pay, and affects most private and public employment. It requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay of one-and-one-half-times the regular rate of pay. (See "Included Position" and "Excluded Position".)

FAMILY MEDICAL LEAVE ACT – FMLA, a federal law that allows an employee to take up to 12 work weeks of paid or unpaid, job-protected leave within a 12-month period for a qualifying, serious health condition of the employee or family member. To be eligible for FMLA, an employee must have worked for the state for at least 12 months and 1,250 hours. In addition, an employee who is the spouse, parent, child or next of kin of a current member of the armed forces who was injured while on active duty may be eligible for up

to 26 weeks of FMLA in a 12-month period.

FULL-TIME POSITION – A position authorized for the entire normally established work period: daily, weekly, monthly, or annually (normally, 40 hours per week for Included employees).

GRANDFATHERED EMPLOYEES – All employees who have worked for the GAL Program since December 31, 2003, when the Program was converted from individual county-level programs to a single, statewide, unified Program.

IMMEDIATE FAMILY – The spouse, grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse, as well as the step-grandparents, step-parents, step-siblings, step-children, and step-grandchildren of both the employee and the employee's spouse.

INCLUDED POSITION – A classified position in the GAL Salary Schedule, which requires the payment of overtime, according to the *Fair Labor Standards Act*.

LAYOFF – Termination of employment due to abolishment of positions, necessitated by a shortage of funds, or work, or a material change in the duties or organization of an agency.

LEAD-WORKER POSITION – A position having the same, or similar, duties as other positions in the same work unit, and duties and responsibilities of a limited supervisory nature. A pay increase may be granted for the period in which an employee's position is designated lead worker.

LEAVE OF ABSENCE WITHOUT PAY – Authorized leave granted to an employee for which period the employee shall receive no pay.

MAXIMUM LEAVE AMOUNT – Grandfathered employees, who were employed by county court system on December 31, 2003, and have been continuously employed in the GAL Program since, may be paid a maximum lifetime amount of 360 hours of annual leave upon separation. All others have a maximum lifetime annual leave payout amount of 240 hours of annual leave. An employee may be paid up to 240 hours of annual leave upon enrollment in the DROP Program. For all employees, all annual leave in excess of 360 hours is rolled to sick leave on January 1 of each year.

OFF DUTY EMPLOYMENT – Any employment where services are provided to any employer other than the State of Florida and for which the employee receives compensation. Approval for Off-Duty Employment must be granted by the Executive Director to ensure that no conflict of interest exists.

OVERLAP IN POSITION – A temporary condition in which two employees are assigned to the same established position.

OVERTIME – Work performed beyond the forty (40) hours of the established work week, excluding holidays and leave with pay which is paid in accordance with the *Fair Labor Standards Act*. Included employees will be paid at separation for overtime that has been converted to compensatory time.

PART-TIME POSITION – A position authorized for less than the entire normally-established work period: daily, weekly, monthly, or annually.

PAY PERIOD – The pay period is from the first of each month through the last day of the month.

PERFORMANCE EVALUATION – The process by which an overall rating is given to an employee for the employee's performance during a specific period of service.

POSITION – Duties and responsibilities assigned to be performed by an employee.

POSITION DESCRIPTION – The document that describes the officially-assigned duties and responsibilities, position number and other pertinent information relative to a position.

POSITION NUMBER – The identification number assigned to an established position.

PROMOTION – Movement of an employee from a position to a different position having a greater degree of responsibility. An increase in pay may be granted upon promotion.

REASSIGNMENT – Movement of an employee from a position, in one class, to a different position in the same class or a different class having the same degree of responsibility and the same maximum salary.

RECLASSIFICATION – Changing an established position in one class in a series to a higher or lower class in the same series, or to a class in a different series, as a result of a natural change in the duties and responsibilities of the position. An employee whose position is reclassified to a class having more responsibility or a higher pay grade may, at the discretion of the Executive Director, be granted a pay increase.

RECORDED LEAVE – All unused annual or sick leave reflected on time and attendance records maintained by the Guardian ad Litem Program. Annual leave in excess of 360 hours on December 31 of each year shall be converted to sick leave on an hour for hour basis.

REDUCTION IN PAY – A reduction in an employee's rate of pay.

RESIGNATION – An act reduced to writing and submitted by an employee to terminate employment at the GAL Program.

SALARY RANGE OR PAY RANGE – The minimum salary, the maximum salary, and any competitive area differentials which are payable for work in a specific class of positions. Salary or pay ranges are established and set forth in the Schedule of Pay Ranges (Attachment 1).

SALARY SCHEDULE – An official document that contains a complete list of classes and their assigned salary ranges identified by a pay grade number. The official approved Salary Schedule for the GAL Program is found in Attachment 2 of this Pay Plan.

SICK LEAVE – Authorized leave of absence with pay granted to an employee for the employee's personal illness, injury, pregnancy and recovery; personal appointments with a doctor, dentist or other recognized practitioner, when it is not possible to arrange for off-duty hours; or for the illness or injury of a member of the employee's immediate family, or a person the employee or the spouse has a caretaker responsibility for when the employee's presence with the individual is necessary.

SPECIAL COMPENSATORY LEAVE – Leave credit granted on an hour for hour basis up to eight hours when an employee must work on an approved holiday or period of office closure, and is granted an equivalent period of time off in exchange for this work.

SUSPENSION – The temporary relief of an employee’s duties and placement on leave, with or without pay.

TEMPORARY SPECIAL PAY INCREASE – A salary increase for an employee assigned temporary or lead worker duties and responsibilities not customarily assigned to the employee, which shall be removed or adjusted when conditions upon which it was granted are changed.

TRAINEE STATUS – The appointment of an employee in a class for which he or she does not possess all of the required knowledge, skills or abilities, or education/training necessary to function at the level intended in the class specifications. Employees appointed on trainee status shall be paid below the minimum of the class for the period in which they are on trainee status.

WORK WEEK – Forty (40) hour work week for Included employees. The work week for all employees shall be from Saturday through Friday.

WORKING TITLE – A title other than the official class title which describes the employee’s job functions

CHAPTER 7.2 - CLASSIFICATION PLAN

- 7.2.01 Scope and Purpose
- 7.2.02 Statements of Policy
- 7.2.03 Administration of the Plan
- 7.2.04 Class Specifications
- 7.2.05 Position Descriptions
- 7.2.06 Exercise of Classification Authority and Procedures
- 7.2.07 Assignment of Lead-Worker Duties
- 7.2.08 Use of Class Titles

7.2.01 Scope and Purpose

This section sets forth the rules for the establishment, maintenance, and administration of the uniform Classification Plan applicable to the positions in the GAL Program.

7.2.02 Statements of Policy

1. With the approval of the JAC, the Executive Director shall establish and maintain a Pay Plan applicable to all positions in the GAL Program. The Plan shall consist of, but not be limited to: (a) the rules governing the administration of the plan, (b) the Schedule of Pay Ranges (Attachment 1), (c) the Salary Schedule (Attachment 2) containing all approved classes of positions and the information set forth in item 3, below, and (d) the class specifications for all approved classes of positions (Attachment 3).
2. Each class shall be defined by a class specification, pay grade, class code and class title.
3. Approved classes shall be listed in the GAL Salary Schedule and shall include:
 - a. Class Code;
 - b. Class Title;
 - c. Pay Grade;
 - d. Overtime Designation (as Included (non-exempt) or Excluded (exempt));
 - e. Equal Employment Opportunity Designation;
 - f. Monthly and Annual Pay Grade Minimums and Maximums and Competitive Area Differentials; and
 - g. Whether or not the position receives enhanced insurance benefits.
4. Positions shall not be allocated to a class which has not been approved as part of the Pay Plan.
5. No position shall be filled until it has been classified in accordance with the Pay Plan.

7.2.03 Administration of the Plan

The Responsibilities of the Executive Director shall be:

1. the overall coordination, review, and maintenance of the Pay Plan;
2. the day-to-day administration of the Plan, which may be delegated to a designee unless otherwise specified; and
3. the establishment of new classes and the revision or abolishment of existing classes.

7.2.04 Class Specifications

1. Classes shall be established, revised, or abolished by the Executive Director as necessary for the current maintenance of the Pay Plan, and such changes to the Plan shall be reflected in the class specifications, which are attached to this Plan as Attachment 3.
2. Each class specification shall contain the characteristics, allocation factors, and concepts for positions that will be allocated to the class. While the exact duties and responsibilities of positions in a class may differ, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility, and qualification requirements to warrant like treatment.
3. The training and experience requirements of a class shall be job-related and reflect the knowledge, skills, and abilities that an individual would need upon entry to a position in the class. The following shall be considered in establishing training and experience requirements: Training and experience requirements shall:
 - a. not be recommended or determined by the level of pay that is desired for the class.
 - b. be structured, where possible, to facilitate the progression of employees from lower to higher or lateral levels of work without artificial barriers.
 - c. state specific kinds and amounts of qualifying experience and/or education required for applicants to be eligible for a class.
 - d. not include age, sex, or physical requirements unless they are justifiable occupational/essential qualifications for the work to be performed.
 - e. not include statements related to conduct or reputation of applicants unless required by law.
 - f. shall include necessary special requirements where required by law or when such requirements can be clearly shown to be essential.
 - g. reflect that minimum requirements as on the class specifications may be substituted by an equivalent combination of training and/or experience, with the approval of the Executive Director.

7.2.05 Position Descriptions

The GAL shall maintain a current position description for each established position. The current position description shall serve as the official record of the duties and responsibilities assigned the position and

shall be used to officially classify the position. Position descriptions shall be updated as often as necessary when duties change.

7.2.06 Exercise of Classification Authority and Procedures

1. The Executive Director shall have the authority and responsibility to classify positions authorized by the Legislature or authorized pursuant to s. 216.262, F.S.; to classify positions that are added in lieu of positions deleted pursuant to s. 216.262, F.S.; and to reclassify established positions.
2. Classification and reclassification actions taken by the Executive Director shall be within classes of positions established in the Plan.
3. When classification or reclassification action is taken by the Executive Director, a current position description shall be completed prior to the action and filed in the official personnel record within 30 days of the effective date of any such action.

7.2.07 Assignment of Lead-Worker Duties

1. If there are several positions in the same class or a different class with the same pay grade located in the same work unit, one or more of the positions may be assigned lead-worker duties provided:
 - a. The assignment of duties and responsibilities is of a limited supervisory nature in addition to the normal duties and responsibilities of the position; and
 - b. the additional responsibilities do not justify reclassification of the position to a supervisory class.
2. If lead-worker duties are assigned a position, an approved position description shall be prepared and processed in the same manner as a reclassification action. The Executive Director may grant a pay increase to the lead worker.

7.2.08 Use of Class Titles

Official class titles and class codes shall be used on all personnel and payroll records and in the preparation of legislative and operating budgets.

CHAPTER 7.3 - PAY PLAN

- 7.3.01 Scope and Purpose
- 7.3.02 Statements of Policy
- 7.3.03 Method of Payment
- 7.3.04 Employment Salary
- 7.3.05 Salary Increases
- 7.3.06 Pay Upon Demotion
- 7.3.07 Pay for Less Than Full-Time Employment
- 7.3.08 Overlap in Position
- 7.3.09 Dual Employment and Compensation
- 7.3.10 Off Duty Employment
- 7.3.11 Perquisites
- 7.3.12 Processing of Pay Changes
- 7.3.13 Budgetary Limitations
- 7.3.14 Computation of Hourly Rate
- 7.3.15 Effective Date of Salary Changes

7.3.01 Scope and Purpose

This section sets forth the rules for the establishment, maintenance, and administration of an equitable Pay Plan, which shall be applicable to all positions in the GAL Program.

7.3.02 Statements of Policy

The Executive Director, with the approval of the Justice Administrative Commission, shall adjust the number of pay grades and revise salary ranges as necessary to maintain a competitive Schedule of Pay Ranges. Each pay range shall be structured in such a way that a minimum and maximum rate is established. The Executive Director shall review all pay grade assignments for the purpose of making pay changes that will maintain a competitive Pay Plan.

7.3.03 Method of Payment

All employees shall be paid in accordance with the rates shown in the official Salary Schedule and the provisions of this chapter.

7.3.04 Employment Salary

An employee shall be paid at the minimum of the pay range for the class to which appointed, unless a higher or lower salary is approved for the employee by the Executive Director as follows:

1. The employee possesses training and/or experience substantially above the minimum training and experience required for the class and the Executive Director determines that the employee is exceptionally well qualified for the position. In such cases, the Executive Director may pay the employee at any rate between the minimum and the maximum of the pay range established for the class to which the appointment is being made.
2. Upon return from an authorized leave of absence without pay, the employee shall be paid at the same rate being paid at the time leave was granted except that, upon return from leave, the employee shall be granted any adjustments made in the pay range during such absence. In

determining the amount of adjustment to which the employee is entitled, the same implementation instructions which applied to all employees in that class must be followed.

7.3.05 Salary Increases

An employee shall be eligible to receive salary increases at any time as follows:

1. A merit salary adjustment may be granted by the Executive Director to an employee who has received a performance evaluation with an overall rating of “meets expectations” or “exceeds expectations.”
2. An upward pay adjustment may be granted by the Executive Director to an employee whose class has had a pay range increase, or whose position has been reclassified, or has a lead-worker designation.
3. A special pay increase may be granted if conditions exist that justify pay increases not otherwise provided for in this chapter. Under such conditions, the Executive Director may approve a permanent or temporary special pay increase for any employee. Conditions may include, but are not limited to, one or more of the following: reassignment, transfer, added duties and responsibilities, superior proficiency in a function or activity, education and training, a competitive job offer, and pay relationships.
4. An employee's salary shall be increased at least to the minimum for the class to which an employee is promoted.
5. An employee who has been appointed on trainee status may be paid up to 10% below the minimum of the class to which he is appointed.
6. At the discretion of the Executive Director, an upward pay adjustment may be granted to a GAL attorney upon Board Certification by the Florida Bar. Board certification recognizes attorneys’ **special knowledge, skills and proficiency** in various areas of law and **professionalism and ethics** in practice.

7.3.06 Pay Upon Demotion

1. An employee may be demoted, with or without a reduction in pay, at the discretion of the Executive Director.
2. An employee who is demoted shall not be granted a pay increase at the time of demotion.

7.3.07 Pay for Less than Full-Time Employment

1. An employee who is paid on a monthly basis and is filling an established position on a part-time basis or who is employed or separated during a pay period, shall have the pay determined in accordance with the following:
 - a. Where the employee is on the payroll for less than a month: Amount to be paid = Monthly Rate divided by Number of Work Hours in the Month times Hours Worked in the Month. Hours Worked in the Month are defined as the hours actually worked, plus time off with approved Leave with Pay, or time off due to a holiday falling within the period the employee is on the payroll. The Number of Work Hours in the Month is determined by multiplying 8 hours x the Number of Work days in the Month. To determine the Monthly Rate where an employee is to be paid on an hourly basis, the following shall be used:

- i. Hourly Rate x 2080 = Annual Rate
 - ii. Annual Rate divided by 12 = Monthly Rate
 - b. Where the employee is employed on a part-time basis: Amount to be paid = Regular full- time Monthly Rate times percentage of time worked by the employee each month.
- 2 In applying the formula set forth in this section for determining less than full-time employment, the following shall apply:
- a. All new employees – The Number of Work Hours shall be the number of hours on duty plus any holidays falling after the employee's first day of work.
 - b. Part-time employees – The Number of Work Hours shall be the number of hours on duty plus any Leave with Pay and a pro-rated number of hours for any holidays falling during the pay period after the first day of work.
 - c. Employees separating from the GAL Program – The Number of Work Hours shall be the number of hours on duty plus any Leave with Pay, and any holidays falling prior to the employee's last day of employment.

7.3.08 Overlap in Position

Section 216.262(3), F.S., provides that no full-time position shall be filled by more than the equivalent of one full-time officer or employee except when extenuating circumstances exist. The Executive Director may authorize the overlapping of positions if the employee is appointed to perform the duties of another person in a filled position. It is the responsibility of the Executive Director to ensure that each overlap is justified as being in the best interest of the State.

7.3.09 Dual Employment and Compensation

All requests for dual employment and compensation shall be approved by the Executive Director. In considering requests for dual employment and compensation, the Executive Director shall apply the following criteria:

1. Compensation must be commensurate with assigned duties.
2. There must be a demonstrated need for the proposed action.
3. The services must not give rise to the appearance of a conflict or an actual conflict of interest or otherwise violate legislative intent. The employee seeking dual employment and compensation shall secure from Human Resources and complete a Dual Employment and Compensation Request in accordance with the instructions on the form, which includes the approval of the Executive Director.
4. The Executive Director may direct that the employee cease dual employment at any time, if, in the judgment of the Executive Director, such dual employment appears to be adversely affecting the employee's abilities to perform duties at the GAL Program, or creates an actual or perceived conflict with any duties or responsibilities with the GAL Program in general. Reasons shall include, but not be limited to, tardiness or other missed work; the inability to work the hours needed by the GAL Program that appear to be caused by the employee's other work commitments; or failure to notify the GAL

Program of any potential conflicts and/or changes to duties.

7.3.10 Off Duty Employment

1. Off duty employment shall not conflict with, or adversely impact, the employee's employment at the GAL Program. The employee must notify Human Resources if any potential conflicts arise after the employee is approved for off duty employment.
2. Off duty employment shall be requested in writing using the Outside State Government Employment Form. The employee will attach a thorough description of the duties to be performed, and the expected schedule of work. Any changes to the duties or the schedule must be provided to the Human Resources Office within one week of notice to the employee.
3. The Executive Director may direct that the employee cease off duty employment at any time, if, in the judgment of the Executive Director, such off duty employment appears to be adversely affecting the employee's abilities to perform duties at the GAL Program, or creates an actual or perceived conflict with any duties or responsibilities with the GAL Program in general. Reasons shall include, but not be limited to, tardiness or other missed work; the inability to work the hours needed by the GAL Program that appear to be caused by the employee's other work commitments; or failure to notify the GAL Program of any potential conflicts and/or changes to duties.

7.3.11 Perquisites

In accordance with the provisions of s. 216.262(1)(f), F.S., any and all perquisites shall be approved in advance by the Executive Director.

7.3.12 Processing of Pay Changes

1. The Executive Director shall review each pay change to determine that it is in compliance with the provisions of this chapter.
2. In processing pay changes made in accordance with the provisions of this chapter, all computations should be rounded to the nearest cent.

7.3.13 Budgetary Limitations

All provisions of this chapter relating to payment of salaries are contingent upon funds being available.

7.3.14 Computation of Hourly Rate

1. All pay is computed on the basis of 2,080 Work Hours annually.
2. An Included employee who is paid on a monthly basis shall have the Hourly Rate for overtime purposes determined as follows: Monthly Rate times 12 divided by 2,080 = Hourly Rate.

7.3.15 Effective Date of Salary Changes

The effective date of all salary changes provided for in this chapter shall be the date specified by the Executive Director.

CHAPTER 7.4 - ATTENDANCE AND LEAVE

- 7.4.01 Scope and Purpose
- 7.4.02 Statements of Policy
- 7.4.03 Hours of Work
- 7.4.04 Record-Keeping
- 7.4.05 Overtime and Compensatory Leave
- 7.4.06 Holidays and Other Authorized Activities
- 7.4.07 Annual Leave
- 7.4.08 Sick Leave
- 7.4.09 Sick Leave Transfer Plan
- 7.4.10 Disability Leave
- 7.4.11 Administrative Leave
- 7.4.12 Military Leave
- 7.4.13 Other Leave Without Pay
- 7.4.14 Family Medical Leave Act
- 7.4.15 Domestic Violence or Sexual Violence Leave Pay

7.4.01 Scope and Purpose

This section sets forth the rules and regulations governing the attendance and leave of employees in the GAL Program.

7.4.02 Statements of Policy

1. Unless specifically approved by the Executive Director, the work day for each full-time employee shall be 8 hours, and the work week shall be 40 hours between Saturday and Friday.
2. The work period for Included employees is the 40-hour work week.
3. The work period for Excluded employees is the number of hours in each work month (8 hours per day times the number of week days).
4. The granting of any leave of absence, with or without pay, shall be in writing and shall be approved by the proper authority within the GAL Program. An employee who is granted leave of absence, with or without pay, shall be an employee of the GAL Program while on such leave (and must, therefore, comply with all GAL policies, including off duty employment), and shall be returned to the same position, or a comparable position, upon returning from the approved leave of absence, unless the Executive Director and the employee agree in writing to other conditions, or other appropriate action is taken consistent with this Pay Plan or general laws.
5. Leave of absence, with or without pay, shall be approved prior to the leave being taken, except in the case of any emergency where the employee must be absent prior to receiving approval from a proper authority for the absence.
 - a. When proper approval cannot be obtained in advance by the employee due to such emergencies, it is still the employee's responsibility to contact his or her supervisor as soon as possible to request leave. If the employee does not do so, the Executive Director may take one of the following actions:
 - i. grant the employee Leave with Pay, provided the employee has sufficient accrued leave credits

- to cover the absence;
 - ii. place the employee on Leave Without Pay for the absence; or
 - iii. if the absence is for 3 consecutive work days, consider the employee to have abandoned the position and resigned from the GAL Program.
- b. If an employee's request for leave is disapproved and the employee takes unauthorized leave, the Executive Director will place the employee on unauthorized Leave without Pay and consider whether discipline, up to and including termination, is warranted. If the unauthorized leave of absence continues for 3 consecutive work days, the Executive Director may consider the employee to have abandoned the position and resigned from the GAL Program.

7.4.03 Hours of Work

1. Full-time employees shall be required to be present on their assigned job for the total hours in the established work period, unless absence from duty is authorized by the appropriate authority in accordance with the provisions of this section.
2. Part-time employees shall be required to be present on their assigned jobs for the total number of hours for which they are being compensated, unless absence from duty is authorized by the appropriate authority in accordance with the provisions of this section.
3. All time taken off as approved leave with Pay and observance of holidays prior to the employee's last full day of actual work shall be compensated in accordance with this section.
4. Required attendance on and off the job site, including approved training courses, shall be considered as hours worked. Included employees must enter all time worked without exception on their attendance record.
5. Travel to and from an employee's home to the employee's regularly assigned headquarters shall not be counted as hours worked for the purpose of calculating the work week. When an employee is in official travel status under state law, time spent in travel beyond the normal work day on the first and last day of such travel shall be considered as hours worked.
6. The Executive Director may authorize employees to telecommute on an as needed basis, provided such telecommuting does not hamper the employee's ability to perform his or her duties. While the GAL Program may provide telephonic and/or computer equipment and supplies necessary for performance of the employee's duties, all such items shall be the responsibility of the telecommuting employee.
7. The Executive Director may allow employees one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:
 - a. a single work break shall not exceed a 15-minute absence from the employee's work station;
 - b. an employee may not accumulate unused work breaks;
 - c. work breaks shall not be authorized for covering an employee's late arrival on duty or early departure from duty, nor shall they be combined with lunch periods or requested leave; and
 - d. individual supervisors may, in their discretion, cancel or curtail breaks if needed to ensure that the work is performed in a timely manner.

7.4.04 Record-Keeping

1. The Executive Director shall keep an accurate record of all hours worked by each employee, as well as a complete and accurate record of all authorized leave which is approved in accordance with this section. Any employee who earns or uses Compensatory Leave credits in an amount of time which is less than a full hour shall be credited or charged with such leave to the closest quarter of an hour.
2. All hours worked must be totaled at the end of the work week for Included employees and at the end of the month for Excluded employees, and the totals shall be rounded to the nearest quarter of an hour.
3. The ultimate responsibility for the accuracy and proper maintenance of all attendance and leave records rests with the Executive Director. It is each employee's duty to bring any discrepancies in attendance, leave or pay to the attention of the local Human Resources Liaison or the Human Resource State Office within one business day of the employee discovering the discrepancy.
4. Falsification of any attendance or leave records shall be cause for dismissal of the employee or employees involved.

7.4.05 Overtime and Compensatory Leave

1. For all employees, Compensatory and Special Compensatory Leave credits must be used before Annual Leave credits and the Personal holiday, and may be used in lieu of sick leave. No employee shall be allowed to accrue more than 240 hours of regular Compensatory Leave credits. Compensatory Leave credits cannot be transferred from the agency where the credits were earned to another agency or Pay Plan. Earning such leave requires the specific approval of the appropriate supervisor.
2. Additional hours worked by included employees shall be compensated in accordance with the following provisions:
 - a. An employee who is filling an included position shall be granted Compensatory Leave credits on a time and one-half basis for hours required to be worked in excess of the normal 40-hour work period, or be awarded Special Compensatory Leave credits at straight time during weeks with holidays or Administrative Leave where the employee does not physically work over 40 hours.
 - b. Compensatory and Special Compensatory Leave credits must be taken within the same workweek unless a different arrangement has been agreed to by the employee and employer. Cash payment shall be made for unused Compensatory Leave credits upon separation, or at the discretion of the Executive Director.
3. Additional hours worked by excluded employees shall be compensated in accordance with the following provisions:
 - a. Earning Leave:
 - (1) Excluded employees shall be granted regular Compensatory Leave credits on an hour-for-hour basis for hours required to be worked in excess of the regular work period provided.
 - (2) Extra hours worked in a workday can be offset within the same work period.
 - b. Use of Leave:
 - (1) Every reasonable effort should be made to allow employees to use earned Compensatory Leave credits.
 - (2) Regular Compensatory Leave credits may be used in any increments if mutually agreed to by the employee and the appropriate supervisor. If such mutual agreement is not

reached, the supervisor may, with a minimum of five workdays notice, require the employee to use such credits at any time.

- c. Payment for Compensatory Leave – Excluded employees will not be paid for Compensatory Leave credits not used.
4. Additional hours worked by excluded managerial employees may be offset within the same pay period (month).
5. Excluded non-managerial employees may accrue up to 240 hours of Compensatory Leave.
6. Excluded managerial employees may not accrue Compensatory Leave.

7.4.06 Holidays and Other Authorized Activities

1. The following holidays, as provided by s. 110.17, F.S., shall be observed as paid holidays by the GAL:
 - **New Year's Day**
 - **Martin Luther King's Birthday**
 - **Memorial Day**
 - **Independence Day**
 - **Labor Day**
 - **Veteran's Day**
 - **Thanksgiving Day & Day After**
 - **Christmas Day**

Memorial Day shall be observed on the last Monday in May, and Labor Day on the first Monday in September.

2. If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday. If any of these holidays fall on Sunday, the following Monday shall be observed as a holiday.
3. Any other work day designated as a holiday or a day of office closure by the Secretary of the Department of Management Services or the Governor shall be observed by the GAL Program.
4. In the event additional holidays are declared by the Federal, State or local government, the Executive Director may grant paid holiday leave for that period of time to GAL employees.
5. All full-time employees shall be granted eight (8) hours of Leave with Pay for each of these holidays, regardless of the days or hours, which constitute the work week. Part-time employees shall be granted a prorated number of hours for each of these holidays based on the number of hours regularly worked during the work week, using the following formula:
 - a. Eight (8) hours times number of hours worked per week divided by 40 = hours credit for the holiday.
 - b. An employee in pay status (actual work or paid leave) for any portion of the work day prior to a holiday shall be eligible for the paid holiday.
6. Each full-time employee shall be entitled to one Personal Holiday per state fiscal year. Each part-time

employee is entitled to a Personal Holiday each year, which shall be calculated proportionately to the Personal Holiday allowed to a full-time employee. Such Personal Holiday shall be credited to current eligible employees on July 1, and must be taken by the employee, or be forfeited at the close of business on June 30 of each year. Employees transferring from another state agency to the GAL who have already used their Personal Holiday shall not be eligible for another Personal Holiday until the following year.

7. If the holiday is observed on the employee's regular work day, and the employee is required to work on a holiday recognized in Chapter 7.4.06(1) of this Pay Plan, the employee shall be credited with compensatory leave equal to the time worked on the holiday not to exceed eight (8) hours.
 - a) If the holiday is observed on the employee's regular day off and the employee is not required to work, the employee shall be credited with Compensatory Leave not to exceed 8 hours.
 - b) If the holiday is observed on the employee's regular day off and the employee is required to work, the number of hours worked on the holiday shall be counted as hours worked and the employee shall also be paid for, or credited with, Compensatory Leave equal to the number of hours worked not to exceed 8 hours.

8. Employees who are on approved leave with pay when holidays allowed in this section are observed, or a State Day of Mourning is declared, or an office closure is ordered, shall not have such days charged against their accrued leave credits.

7.4.07 Annual Leave

1. Method of earning Annual Leave:
 - a. All non-managerial employees who are covered by these regulations shall earn Annual Leave as shown in the following table:

Creditable Service	Hours of Leave Earned Per Month
Up to 5 years (through 60 months)	8 hours, 40 minutes
5 years up to 10 years (61 through 120 months)	10 hours, 50 minutes
Over 10 years (over 120 months)	13 hours, 00 minutes

- b. In applying the above table, it shall be determined that the employee has sufficient creditable service before the higher Annual Leave credits are granted. Employees shall be entitled to use all previous state government creditable service immediately upon reemployment for determining eligibility for higher Annual Leave credits.
- c. The employee shall earn higher leave credits beginning with the first day of the pay period following the month during which employee completes five (5) or ten (10) years of creditable service.
- d. Part-time employees who work a fixed percentage of the pay period shall earn Annual Leave credits for the hours worked during that pay period proportionate to the time worked. This does not include persons paid from the Other Personal Services category.

- e. Annual Leave earned during any pay period shall be credited to the employee on the last day of that pay period or upon approval of the supervisor of the employee's completed timesheet, whichever comes last.
- f. DROP participants will accrue Annual Leave in the same manner and at the same rate as prior to entering the DROP.
- g. During a leave of absence with pay, an employee shall continue to earn Annual Leave credits, except when an employee is granted Educational Leave with Pay and in accordance with state regulations and general law.
- h. The employer should make every effort to ensure that earned Annual Leave is used on a current yearly basis in order to provide employees with vacation opportunities. By following this practice, employees will not normally accrue Annual Leave in excess of that earned each year. Employees who have accrued Annual Leave in excess of 360 hours on January 1 of each year shall have any leave in excess of 360 hours converted to Sick Leave on an hour-for-hour basis.
- i. Employees who work less than a full pay period due to initial employment or separation during a pay period, transfer between agencies, or leave of absence without pay, shall earn Annual Leave credits for the hours worked during that pay period in accordance with the following table:

Monthly Pay Period			
Number of Hours Actually Worked	0 to 5 Years	5 to 10 Years	Over 10 Years
Less than 36	0	0	0
36 through 70	2.167	2.708	3.250
71 through 103	4.333	5.417	6.500
104 through 138	6.500	8.125	9.750
139 or more	8.667	10.833	13.000

2. Use of earned Annual Leave:

- a. Approved Annual Leave may be used by the employee for any purpose.
- b. Use of Annual Leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the employee's immediate supervisor.
- c. An employee who has used Annual Leave in an amount which is less than a full hour shall be charged with such leave to the closest quarter of an hour based on the following table:

Minutes Used	Minutes	Time Charged Quarter Hour
00 - 07	00	0.00
08 - 22	15	0.25
23 - 37	30	0.50

38 – 52	45	0.75
53 – 60	60	1.00

- d. Upon reasonable notice, the Executive Director or designee, may require an employee to use part of the employee's accrued Compensatory or Annual Leave for vacation purposes at any time this is deemed advisable.

3. Transfer of Earned Annual Leave:

- a. An employee who moves to another state agency may be credited with the employee's unused Annual Leave by the receiving agency, subject to the policies of the agency to which the employee is transferring.
- b. An employee transferring from another state agency into the GAL may be credited with the employee's unused Annual Leave.

4. Payment for earned Annual Leave:

- a. An employee may be paid for unused Annual Leave upon terminal separation from the GAL or entry into the DROP program.
- b. In no case shall an employee receive payment for accrued Annual Leave in excess of 240 hours, unless they were employed by the GAL Program on December 31, 2003, and have been continuously employed by the GAL Program since that time, in which case they may be paid a lifetime maximum of 360 hours of Annual Leave. Employees who have accrued annual leave in excess of 240 hours upon separation shall have any leave in excess of 240 hours converted to sick leave on an hour-for-hour basis, or for grandfathered employees, in excess of the annual leave amount.
- c. In case of the death of an employee, payment for all unused Annual Leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law. Such payments shall be made at the rate of pay at the time of death.
- d. Employees electing to participate in DROP may request payment for up to 240 hours of accrued Annual Leave at the time of entry into DROP. Hours in excess of 240 will be carried forward. However, employees electing payment of this leave are not eligible for any accrued Annual Leave payment upon separation from service, except to the extent the employee has earned additional Annual Leave which combined with the hours of the original payment does not exceed 240 hours. Grandfathered employees who elect to receive payment for up to 240 hours of Annual Leave upon entering the DROP Program may receive payment for up to a lifetime maximum of 360 total hours of Annual Leave upon terminal separation.
- e. Employees electing to defer their payment of Annual Leave until separation from service will be paid for any accumulated Annual Leave up to a lifetime maximum of 240 hours or 360 hours for a Grandfathered Employee.
- f. Terminal leave payments due to employees shall be computed as follows:
 - i. Determine the current hourly rate in accordance with Chapter 7.3.15.

- ii. Multiply the number of unused Annual Leave hours times the current hourly rate to determine the payment, which shall be made in a lump sum.

5. Forfeiture of unused Annual Leave:

An employee shall forfeit all rights to Annual Leave benefits if, prior to retirement, termination from the GAL Program, or death, the employee:

- a. is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state employment; or
- b. has admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state government; or
- c. is found guilty by a court of competent jurisdiction of having violated any state law against or prohibiting strikes by public employees; or
- d. is dismissed for cause.

6. Annual 24-Hour Payout Opportunity for Included Employees

At the discretion of the Executive Director, and provided that funds are available, once per year any included employee who meets the following eligibility criteria may request payment of up to 24 hours of unused annual leave. To be eligible, employees must:

- a. be in Included status, and
- b. have worked for the GAL Program for 12 continuous months, and
- c. have a remaining unused annual leave balance of at least 24 hours after the payout.

The annual leave payment of up to 24 hours is counted toward the employee's lifetime cap of 240 hours, or 360 for Grandfathered employees. No employee shall receive a payout that would cause them to exceed a lifetime annual leave payout of 240 hours, or 360 hours for a Grandfathered employee.

Payout income is taxable. To be eligible, the employee's timesheets up to the most recent pay period must be submitted and approved. The employee must complete a form to be prescribed by the Human Resources Office, which will validate the employee's eligibility and the Human Resources Office will approve or disapprove the request in accordance with the requirements above.

7.4.08 Sick Leave

1. Method of earning Sick Leave:

- a. All employees covered by these regulations shall earn 8 hours and 40 minutes of Sick Leave for each full calendar month of employment.
- b. Part-time employees who work a fixed percentage of the pay period shall earn Sick Leave credits for hours worked during that pay period proportionate to the time worked. This does not include persons paid from the Other Personal Services category.

- c. During a leave of absence with pay, an employee shall continue to earn Sick Leave credits.
- d. Sick Leave earned during any pay period shall be credited to the employee on the last day of that pay period or upon approval of the employee’s timesheet for that period, whichever occurs last.
- e. There shall be no limit on the number of hours of unused Sick Leave an employee may accrue. Employees who worked less than a full pay period due to initial employment or separation during a pay period, transfer between agencies, or leave of absence without pay shall earn Sick Leave credits for the hours worked during that pay period in accordance with the table below:

Monthly Pay Period	
Number of Hours Actually Worked	Hours of Sick Leave Credits
Less than 36	0
36 through 70	2.167
71 through 103	4.333
104 through 138	6.500
139 or more	8.667

2. Use of Earned Sick Leave:

- a. Use of Sick Leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the proper authority within the GAL Program.
- b. Sick Leave shall be authorized only for the following purposes:
 - i. the employee's or employee’s immediate family’s personal illness, injury, or exposure to a contagious disease that would endanger others;
 - ii. the employee's or employee’s immediate family’s personal appointments with a doctor, dentist, or other practitioner;
 - iii. illness, injury, or well care check-ups of the employee or employee’s immediate family; and
 - iv. Maternity Leave as provided in section 7.4.14.

Any employee attempting to use leave for purposes other than those stated in this paragraph may be subject to disciplinary action in accordance with this Pay Plan and applicable GAL policies.

- c. Notification of absence due to illness, injury, or exposure to a contagious disease shall be given to the appropriate supervisor by the employee, or the employee's representative, as soon as possible on the first day of absence.
- d. Upon request, an employee shall be allowed to use accrued Sick Leave credits as provided in this section and in consideration of the policies below:
 - i. the Executive Director may require the employee to certify that the absence was for reasons

listed in 7.4.08 2(b), above, and

- ii. an employee who fails to comply with these rules shall not be eligible to use accrued Sick Leave credits, and any absence from work shall be handled in accordance with 7.4.02 4(b).
- e. An employee who uses Sick Leave in an amount of time which is less than a full hour shall be charged with such leave to the closest quarter of an hour.

3. Retention and Transfer of Sick Leave:

- a. Sick Leave credits shall be transferred within state government between agencies, and may be transferred between pay plans depending upon whether the receiving plan will accept the employee's leave credits.
- b. When an employee moves to another pay plan, any credits not transferred shall be forfeited.

4. Forfeiture of Unused Sick Leave:

An employee shall forfeit all rights to Sick Leave benefits if, prior to retirement, termination from the GAL Program, or death, the employee:

- a. is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state employment; or
- b. has admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state government; or
- c. is found guilty by a court of competent jurisdiction of having violated any state law against or prohibiting strikes by public employees; or
- d. is dismissed for cause.

5. Payment for unused Sick Leave:

The only conditions under which an employee shall be paid for unused Sick Leave credits are when the employee:

- a. has completed 10 or more years of creditable state service and has committed no disqualifying act as defined in item 4, above;
- b. has not been found guilty or has not admitted to being guilty of any disqualifying act as defined in this section; and
- c. separates from state government because of retirement for "other than" disability reasons, termination, or death. In the case of a death payment, accrued unused Sick Leave credits shall be made to the employee's beneficiary, estate, or as otherwise provided by law.

6. An employee who is eligible for payment for unused Sick Leave credits shall be compensated at the employee's current regular hourly base rate of pay for:

- a. one-eighth (1/8) of all unused Sick Leave credits accrued prior to October 1, 1973; plus

- b. one-fourth (1/4) of all unused Sick Leave credits accrued after October 1, 1973 provided the one-fourth (1/4) of the unused leave credits does not exceed 480 hours. In no case shall compensation be made for sick leave in excess of 480 hours.
- 7. All payments for unused Sick Leave credits shall be made by lump sum and the employee shall not be carried on the GAL's payroll beyond the last official day of employment.
- 8. Payments made pursuant to this section shall not be considered as salary payments and shall not be used in determining the average final compensation of an employee in a state administered retirement system.

7.4.09 Sick Leave Transfer Plan

- 1. When an employee has met the criteria contained in the Sick Leave Transfer Plan below, the employee may receive up to 480 donated hours (12 weeks) from other employees during their employment with the Guardian ad Litem Program.
- 2. Sick Leave Transfer Plan:
 - a. This section provides procedures for employees of the GAL Program to donate and receive Sick Leave credits when a GAL employee has suffered a documented personal illness, accident or injury. Participation in the Sick Leave Transfer Plan shall at all times be voluntary. Employees who attempt to coerce or pressure another employee to donate Sick Leave, or employees otherwise found to have abused the Sick Leave Transfer Plan, shall be subject to disciplinary action. The GAL State Human Resources Office shall administer the Sick Leave Transfer Plan and shall ensure compliance with this procedure.
 - b. An employee may request sick leave credits for a documented illness, accident or injury of the employee or a member of the employee's immediate family and shall follow all procedures herein.
- 3. Eligibility for Receiving Sick Leave Transfer Credits:
 - a. An employee requesting to receive sick leave transfer credits:
 - i. must have used all accrued Compensatory, Sick and Annual Leave, and the Personal Holiday; and
 - ii. must have suffered a documented personal illness, accident or injury, or have documentation of an immediate family member's illness, accident or injury.
 - iii. must not be eligible for disability leave with pay under the provisions of item 7.4.10 of this Pay Plan; and
 - iv. must be on an authorized and approved leave of absence for the reasons documented in the medical certification.
 - b. Medical documentation shall be from a licensed medical physician and shall include an explanation of the nature of the illness, accident or injury and the dates the employee or immediate family member is expected to be unable to work or care for himself or herself. The State Human Resources Office may require additional medical documentation in order to make a decision on the request and may request periodic medical updates of the recipient employee's condition.

- c. The following occurrences or situations shall not be considered an illness, accident or injury for the purpose of this procedure:
 - v. Cosmetic or other elective surgery, unless such surgery results in serious complications or was necessitated by an illness, accident, or injury not excluded under this subsection.
 - vi. Normal childbirth and recovery, except complications requiring hospitalization and/or convalescence, which shall be an eligible illness.
 - vii. Treatment for addictions.
 - viii. An accident or injury incurred during the commission of a felony or first degree misdemeanor.

4. Eligibility for Donating Sick Leave Credits:

- a. To be eligible to donate sick leave an employee must have completed at least one year of continuous employment with the State of Florida and have at least 80 hours of accumulated Sick Leave credits at the time the transfer action is completed.
- b. An employee may donate up to 24 hours of accrued Sick Leave to any one individual in any 12-month period; however, they must retain a minimum Sick Leave balance of 80 hours. An eligible employee may donate up to 24 hours of sick leave to multiple eligible individuals.

5. Request for Transfer of Sick Leave Credits:

- a. An employee requesting the donation of sick leave hours must submit a GAL Application for Leave, Application for use of Sick Leave Donation Hours, and Sick Leave Donation Plan Physician Report to the Human Resources Office. If the employee is personally unable to submit the request, the Human Resources Office may coordinate the submission of the required forms with a family member of the employee, or the employee's physician when a family member is not available. Once the transfer request is approved, the Human Resources Office will notify the GAL staff via email of the request for donation of sick leave. The email will not include the name of the employee, unless otherwise requested by the employee on the Application for Use of Sick Leave Transfer Hours. The notification shall include a general description of the circumstances surrounding the need, but shall not include the specific medical information.
- b. Sick Leave in increments of at least eight (8) hours (pro-rated for part-time employees) may be transferred to another employee for a documented personal illness, accident or injury requiring an absence from work of at least five (5) continuous work days, when the employee has insufficient accrued leave credits to cover all or a portion of the absence.
- c. An employee who desires to donate Sick Leave to an employee determined eligible within the provisions of this section shall complete and sign a Sick Leave Transfer Authorization form and submit it to the Human Resources Office for processing. Disapproved requests shall be returned to the employee.
- d. The Human Resources Office shall determine the hours to be donated by the employees on a first-in, first-donated basis. If any of the leave donated is not needed by the recipient, excess hours will be returned to the donors in the reverse order of receipt.
- e. A copy of the Sick Leave Transfer form shall be returned to each donor indicating the disposition of the requested transfer. The Human Resources Office shall advise the donor of Sick Leave hours

donated at the time they are credited to the recipient's Sick Leave balance.

- f. Sick Leave donated to a recipient shall be credited on the last day of the pay period that the request is approved by the Human Resources Office.
- g. Medical information received shall be considered a confidential medical record and shall be retained in the confidential medical records file of the recipient. All other records related to the Sick Leave Donation Plan shall be maintained by the Human Resource Office.
- h. The names of the donors shall not be announced.
- i. An employee who completes and signs a Sick Leave Transfer Authorization form cannot cancel the transfer once the form is received in the Human Resources Office.
- j. Employees who plan to retire or terminate from the State Government may donate up to 24 hours of Sick Leave credits under the transfer plan up to 30 days before retirement or separation;
- k. Employees may only request to donate leave to another employee based on a notification for transfer of leave as provided in this procedure.
- l. If an employee requesting the use of the Sick Leave Transfer Plan is denied, a review of the decision by the Executive Director may be requested.
- m. Exceptions to any of the provisions cited above for the Sick Leave Transfer Plan may only be waived by the Executive Director.

7.4.10 Disability Leave

1. Disability Leave with Pay:

- a. An employee who sustains a job-connected disability that is compensable under the Workers' Compensation Law shall be carried in full pay status for a period not to exceed seven (7) calendar days immediately following the injury or for a maximum of 40 work hours, if taken intermittently, without being required to use accrued leave credits. If the employee receives Workers' Compensation benefits for this period of Leave with Pay, the employee shall reimburse the GAL the amount of the benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump sum or scheduled payments of disability losses.
- b. If, as a result of the job-connected injury, the employee is unable to resume work at the end of the period provided in paragraph (a) of this subsection:
 - i. The employee may elect to use accrued Sick, Compensatory, or Annual Leave in an amount necessary to bring the total wages received to the total salary received prior to the occurrence of the disability. In no case shall the employee's salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments.
 - ii. If the employee elects not to use accrued leave (or after the employee has exhausted all earned leave), the employee shall revert to normal Workers' Compensation benefits and is eligible to continue paying only the employee's portion of state insurance premiums. GAL will continue to pay the State's portion of premiums. The employee will continue to be in pay status and accrue full leave credits.

2. Compulsory Disability Leave:

- a. The Executive Director, believing that an employee is unable to perform assigned duties due to illness or injury, may require the employee to submit to a medical examination by a physician named and paid by the agency. If the medical examination confirms that the employee is unable to perform assigned duties, the Executive Director shall place the employee on Compulsory Disability Leave.
- b. At the time the Executive Director determines that the employee is to be placed on Compulsory Disability Leave, the employee shall be notified in writing of the duration of the mandatory leave period and the conditions under which the employee will be allowed to return to the position.
- c. The employee who is placed on Compulsory Disability Leave shall be required to use any earned leave credits prior to being placed on Leave without Pay. If the employee does not have sufficient leave credits to cover the period of Compulsory Disability Leave, the Executive Director may place the employee on Leave without Pay for a maximum of 30 calendar days.
- d. If the employee is unable to return to work at the end of the mandatory leave period, based on a current medical certification, the Executive Director may:
 - i. approve an extension of the 30 days Leave without Pay; or
 - ii. upon written request by the employee, place the employee on Leave without Pay; or
 - iii. request the employee's resignation for reasons of inability to perform assigned duties; or
 - iv. dismiss the employee.

7.4.11 Administrative Leave

1. Court:

- a. An employee who is summoned as a member of a jury panel shall be granted Administrative Leave with Pay for all hours required for such duty not to exceed the number of hours in the employee's normal work day. However, if the jury duty does not require absence for the entire work day the employee shall return to duty immediately upon release by the Court. If the employee's court attendance does not coincide with the employee's regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty, not to exceed the number of hours in the employee's regular work day. Such leave shall be granted on the next scheduled work shift following each day the employee is in Court. Any jury fees shall be retained by the employee. The GAL shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- b. An employee subpoenaed in the line of duty, to represent a state agency as a witness or defendant, shall not be granted Administrative Leave, and appearance in such cases shall be considered a part of the employee's job assignment. The employee shall be paid per diem and travel expenses in accordance with State law and shall be required to turn over to the GAL any fees received from the Court.
- c. In no case shall Administrative Leave with Pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness; however, an employee may use

Compensatory Leave or Annual Leave in such cases with the approval of the employee's immediate supervisor.

2. Examinations and Interviews:

An employee may be granted up to two (2) hours Leave with Pay for the purpose of taking examinations before a state agency, provided such examinations are pertinent to state employment, or for the purpose of having interviews for positions within other state agencies.

3. Elections:

An employee who lives at such distances from the employee's assigned work location as to preclude voting outside of working hours may be granted a maximum of two hours of Administrative Leave with Pay for the purpose of voting in a primary or general election or any special election called by the Supervisor of Elections. An employee shall not be granted Administrative Leave to work at the polls during elections.

4. National Guard State Service Leave:

An employee who is a member of the Florida National Guard shall be entitled to Administrative Leave without loss of pay, time, or efficiency rating on all days when ordered to active service by the state. Such Leave with Pay shall not exceed thirty (30) consecutive calendar days at any one time.

5. Reserve or Guard Training:

An employee who is a commissioned reserve officer or reserve enlisted personnel member in the United States Military or Naval Service or member of the National Guard, shall, upon presentation of a copy of the employee's official orders or appropriate military certification, be granted Administrative Leave without loss of pay, time, or efficiency rating during periods in which the employee is ordered to active or inactive duty for training. Whether continuous or intermittent, such Leave with Pay shall not exceed 240 working hours in any one calendar year. A copy of the official orders or appropriate military certification shall be filed in the employee's personnel file.

6. Examinations for Military Service:

- a. An employee who is ordered to appear for an examination for entrance into the military service shall be granted Administrative Leave.
- b. An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a military-service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. However, such paid leave may not exceed forty-eight (48) hours per calendar year.

7. Death in Immediate Family:

An employee, upon request, shall be granted three (3) days of Administrative Leave with Pay on the death of any member of the employee's immediate family.

8. Natural Disasters and other Emergency Conditions:

- a. When the Governor, by Executive Order, declares an emergency, the Executive Director shall have the responsibility for determining whether affected facilities, or portions thereof, which are located in the area covered by the Executive Order, are to be closed. The same provisions shall apply for

closure of County facilities by County government, where the GAL Program is housed.

- b. Except for these employees determined by the Executive Director to be necessary for providing essential services, employees assigned to those facilities which have been closed by the Executive Director shall be released from duty and granted Administrative Leave with Pay for the period the facility is closed. Those employees who were required by the Executive Director to remain on duty to provide essential services shall be granted Special Compensatory Leave Credits for the hours worked during the period the facility is closed.
- c. In any other natural disaster which may necessitate the closing of facilities in an area, the Executive Director shall have the authority, and responsibility, to determine whether the facilities, or any portion thereof, are affected by the emergency and are to be closed.

9. Civil Disorder or Disaster:

Employees who are members of a volunteer fire department, police auxiliary or reserve, civil defense unit, or other law enforcement-type organization may be granted Administrative Leave with Pay upon approval by the Executive Director, when such employees are called on as members of these organizations to perform duties in times of civil disturbances, riots, and natural disasters, including employees who are members of the Civil Air Patrol, or Coast Guard Auxiliary who are called upon to assist in emergency search and rescue missions. Such leave shall not exceed two (2) days on any one occasion.

10. Formal Investigation:

An employee who is under formal investigation by an agency for violation of a rule or statute for which dismissal is a penalty, may be placed on Administrative Leave with or without pay, not to exceed 10 work days when the employee's absence from the work location is essential to the investigation. Such leave may be granted by the Executive Director.

11. In accordance with GAL policies each employee is authorized to use up to one hour a week, not to exceed five hours in a month, to participate in the following activities:

- a. Involvement in local school activities including preschools and kindergarten through high school;
- b. Involvement with or visitation of children in childcare centers;
- c. Involvement in local school activities, such as tutoring assignments, mentoring, guest speaking, assisting in career day activities and helping in an after school homework center program; and
- d. Volunteer work with or for a not-for-profit or non-profit organization.

12. Study Time for Board Certification by the Florida Bar:

If an employee provides proof of acceptance to sit for examination for Board Certification by the Florida Bar, the Executive Director may grant that employee up to 24 hours Administrative Leave with Pay to study for the examination. These hours may be taken consecutively or intermittently prior to the examination. No more than 24 hours of Administrative Leave per examination shall be authorized. Approval to use such Administrative Leave shall be subject to the supervisor's approval and the needs of the agency.

13. Accrual and Payment of Administrative Leave:

If an employee does not use Administrative Leave as authorized in this section, the employee shall not

accrue or be paid for such unused leave.

7.4.12 Military Leave

The GAL shall permit military leave to its employees consistent with state and federal law, including but not limited to, rules adopted by the Department of Management Services.

7.4.13 Other Leave Without Pay

1. An employee may, upon request, be granted Leave without Pay for reasons other than those provided in this section for a period not exceeding 12 calendar months, provided the Executive Director deems such leave to be justified and not detrimental to the operations of the GAL Program.
2. The Executive Director may place an employee on Involuntary Leave without Pay without advance notice for up to one (1) year for the purposes of investigation of criminal charges. During such leave, the appointee may continue his coverage under the State Group Insurance but without any state contribution. The appointee shall not receive any other benefits.
3. Limitations of Leave Without Pay:
 - a. An employee shall not be granted salary increases of any type while on Leave without Pay. However, certain protected Leaves without Pay will entitle the employee to automatic pay increases (that they would have received had they not been on Leave without Pay) upon return to work.
 - b. An employee who has been placed on a leave of absence without pay, and is therefore in nonpaid status for the entire day before a holiday, shall not be eligible to receive payment for such holiday observed while the employee is on such leave.

7.4.14 Family Medical Leave Act (FMLA)

1. All provisions of the Family Medical Leave Act (FMLA) as required by general law shall apply to GAL employees and may be implemented through the Employee Handbook.
2. The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:
 - a. Twelve work weeks of leave in a 12-month period for:
 - i. the birth of a child and to care for the newborn child within one year of birth;
 - ii. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - iii. to care for the employee's spouse, child, or parent (as defined in the FMLA and implementing regulations) who has a serious health condition;
 - iv. a serious health condition that makes the employee unable to perform the essential functions of his or her job;

- v. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- b. Twenty-six (26) work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

7.4.15 Domestic Violence or Sexual Violence Leave

1. Employees who have been employed with the GAL for at least three (3) months who are, or who have a family or household member who is, a victim of domestic violence or sexual violence are entitled to up to three (3) days of unpaid Domestic Leave during any 12-month period in order to:
 - a. seek an injunction relating to the domestic violence;
 - b. obtain medical or mental health care to address injuries resulting from the domestic violence or sexual violence;
 - c. obtain assistance from a victim-services organization because of the domestic violence or sexual violence;
 - d. make the home secure, or seek secure housing from the perpetrator of domestic violence or sexual violence; or
 - e. seek legal assistance in addressing issues resulting from or relating to the domestic violence or sexual violence.
2. Employees must give advance notice of taking Domestic or Sexual Violence Leave, unless the employee or their family or household member is in imminent danger. Employees must provide documentation of the need for Domestic or Sexual Violence Leave. Personal identifying information contained in records documenting an act of domestic or sexual violence is confidential and exempt under the Public Records Law, as is any written request for domestic or sexual violence leave from the employee. Domestic or Sexual Violence Leave is Leave without Pay; employees may use Annual Leave, Sick Leave (if applicable) or Compensatory Leave Time during Domestic Violence or Sexual Violence Leave.

CHAPTER 7.5 -MANAGEMENT EMPLOYEES

- 7.5.01 Scope and Purpose
- 7.5.02 Statements of Policy
- 7.5.03 Designation of Management Classes
- 7.5.04 Attendance and Leave
- 7.5.05 Insurance Benefits
- 7.5.06 Accrual of Compensatory Leave

7.5.01 Scope and Purpose

This section sets forth the rules for the establishment, maintenance, and administration of benefits available to GAL employees occupying management level (Excluded Managerial) positions. The provisions contained in Chapters 7.1 through 7.4 of this Pay Plan shall apply to management employees unless the provisions are in conflict with the terms of Chapter 7.5, in which case the provisions contained in Chapter 7.5 shall apply.

7.5.02 Statement of Policy

Benefits authorized by this chapter are designed to attract, retain, and develop highly competent individuals for positions having principally managerial responsibilities.

7.5.03 Designation of Management Classes

The designation of management level classes shall be determined by the Executive Director and approved by the Commission in accordance with the provisions of Chapter 7.2, and shall be identified on the GAL Salary Schedule (Appendix 2).

7.5.04 Attendance and Leave

1. Upon appointment to a management position, each appointee shall accrue 20 hours of Annual Leave and eight (8) hours and 40 minutes of Sick Leave per month.
2. Annual leave may be accrued. However, any leave in excess of 360 hours on January 1 of each year shall be converted to Sick Leave on an hour per hour basis. Management employees who enter the DROP program will continue to accrue Annual Leave in the same manner as prior to entry into the DROP.

7.5.05 Insurance Benefits

Benefits available to management employees shall be as provided by legislative authorization with the approval of the Justice Administrative Commission.

7.5.06 Accrual of Compensatory Leave

Employees in the management class shall not accrue Compensatory Leave. Compensatory Leave may be used during the month it is earned. Compensatory Leave earned in a month that is not used will be forfeited.

CHAPTER 7.6 - EXECUTIVE DIRECTOR

7.6.01 Scope and Purpose

7.6.02 Statements of Policy

7.6.03 Salary and Benefits

7.6.01 Scope and Purpose

The purpose of this chapter is to prescribe the rules, salary, and benefits applicable to the Executive Director of the GAL. The provisions contained in Chapters 7.1 through 7.5 of this Pay Plan shall apply to the Executive Director unless the provisions are in conflict with the terms of Chapter 7.6, in which case the provisions contained in Chapter 7.6 shall apply.

7.6.02 Statements of Policy

The rules, annual salary, and benefits applicable to the Executive Director shall be governed by the GAL exclusively and without delegation of authority.

7.6.03 Salary and Benefits

The Executive Director shall receive salary and benefit increases consistent with those provided by the Legislature to Judicial Branch employees. The Executive Director shall receive Senior Management Retirement, and employer supplemented health, life, and disability insurance.

Annual leave in excess of 480 hours on January 1 of each year shall be converted to Sick Leave on an hour per hour basis. The Executive Director shall be paid for unused Annual Leave upon termination, not to exceed 480 hours; except in case of death of the Executive Director, when payment for all unused Annual Leave, at the time of death, shall be made to the Executive Director's beneficiary, estate, or as provided by law. Sick Leave may be accrued without limit and is subject to terminal payment in accordance with s. 110.122, F.S.

**GUARDIAN AD LITEM
SCHEDULE OF PAY GRADES
EFFECTIVE APRIL 1, 2015
PAY PLAN 84**

ATTACHMENT 1

PAY GRADE	MONTHLY		ANNUAL		HOURLY	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
101	1,395.33	2,742.37	16,744.00	32,908.46	8.05	15.82
102	1,436.58	2,770.15	17,239.01	33,241.77	8.29	15.98
103	1,493.17	2,879.27	17,918.06	34,551.14	8.61	16.61
104	1,552.58	2,993.81	18,630.99	35,925.76	8.96	17.27
105	1,615.00	3,114.14	19,379.96	37,369.70	9.32	17.96
106	1,680.50	3,240.47	20,166.01	38,885.67	9.70	18.69
107	1,749.31	3,373.15	20,991.72	40,476.76	10.09	19.46
108	1,821.54	3,512.43	21,858.44	42,149.16	10.51	20.26
109	1,897.37	3,658.66	22,768.39	43,903.86	10.95	21.08
110	1,977.01	3,812.20	23,724.06	45,746.46	11.41	21.99
111	2,060.60	3,973.41	24,727.21	47,680.94	11.89	22.92
112	2,148.41	4,142.73	25,780.86	49,712.79	12.39	23.90
113	2,221.54	4,283.75	26,658.48	51,404.91	12.82	24.71
114	2,318.31	4,598.08	27,819.78	55,177.02	13.37	26.53
115	2,419.96	4,799.67	29,039.52	57,596.07	13.96	27.69
116	2,526.66	5,011.31	30,319.94	60,135.72	14.58	28.91
117	2,638.72	5,233.56	31,664.64	62,802.65	15.22	30.19
118	2,756.37	5,315.05	33,076.45	63,780.63	15.90	30.66
119	2,879.91	5,553.27	34,558.91	66,639.19	16.61	32.04
120	3,009.61	5,803.37	36,115.29	69,640.45	17.36	33.48
121	3,145.81	6,066.01	37,749.75	72,792.10	18.15	34.99
122	3,288.83	6,341.80	39,465.92	76,101.56	18.97	36.59
123	3,438.98	6,631.32	41,267.76	79,575.79	19.84	38.26
124	3,599.45	6,940.74	43,193.37	83,288.92	20.77	40.04
125	3,775.31	7,279.84	45,303.67	87,358.06	21.78	42.00
126	3,964.08	7,643.85	47,568.92	91,726.24	22.87	44.10
127	4,162.26	8,026.03	49,947.16	96,312.35	24.01	46.30
128	4,370.39	8,427.34	52,444.73	101,128.10	25.21	48.62
129	4,588.90	8,848.70	55,066.78	106,184.40	26.47	51.05
130	4,818.35	9,291.14	57,820.23	111,493.63	27.80	53.60
131	5,059.27	9,755.69	60,711.26	117,068.30	29.19	56.28
132	5,312.24	10,243.48	63,746.89	122,921.71	30.65	59.10
133	6,050.40	10,796.71	72,604.86	129,560.55	34.91	62.29

**GUARDIAN AD LITEM
SALARY SCHEDULE - CLASS CODE ORDER, PAY PLAN 84**

EFFECTIVE October 1, 2017

ATTACHMENT 2

CLASS CODE	CLASS TITLE	PG	FLSA	MANG RL Y/N	EEO	CAD	Monthly Min	Monthly Max	Annual Min	Annual Max
8003	ADMINISTRATIVE SPECIALIST I	109	Included	N	06		1,897.37	3,658.66	22,768.39	43,903.86
	Broward, Dade, Palm Beach, Monroe					100.43	1,997.80	3,765.11	23,973.55	45,181.33
	Hillsborough, Pinellas					35.15	1,932.52	3,695.91	23,190.19	44,350.97
8004	ADMINISTRATIVE SPECIALIST II	111	Included	N	06		2,060.60	3,973.41	24,727.21	47,680.94
	Broward, Dade, Palm Beach, Monroe					102.11	2,162.71	4,081.65	25,952.53	48,979.78
	Hillsborough, Pinellas					36.94	2,097.54	4,012.57	25,170.49	48,150.82
8006	EXECUTIVE SECRETARY	112	Included	N	06		2,148.41	4,142.73	25,780.86	49,712.79
8331	ADMINISTRATIVE ASSISTANT I	114	Included	N	02		2,318.31	4,598.08	27,819.78	55,177.02
	Broward, Dade, Palm Beach					100.43	2,418.74	4,704.54	29,024.94	56,454.49
8332	ADMINISTRATIVE ASSISTANT II	116	Included	N	02		2,526.66	5,011.31	30,319.94	60,135.72
	Broward, Dade, Palm Beach					100.43	2,627.09	5,117.77	31,525.10	61,413.19
8334	ENTERPRISE NETWORK SYSTEMS ANALYST	123	Excluded	N	02		3,438.98	6,631.32	41,267.76	79,575.79
8335	COMPUTER PROGRAMMER/ANALYST	125	Excluded	N	02		3,775.31	7,279.84	45,303.67	87,358.06
8336	BUSINESS SPECIALIST	118	Included	N	02		2,756.37	5,315.05	33,076.45	63,780.63
8338	BUSINESS ANALYST	123	Excluded	N	02		3,438.98	6,631.32	41,267.76	79,575.79
8340	** DIRECTOR OF OPERATIONS	130	Excluded	Y	02		4,818.35	9,291.14	57,820.23	111,493.63
8350	** FINANCE AND BUDGET DIRECTOR	130	Excluded	Y	02		4,818.35	9,291.14	57,820.23	111,493.63
8360	** ADMINISTRATIVE SERVICES DIRECTOR	130	Excluded	Y	02		4,818.35	9,291.14	57,820.23	111,493.63
8370	** CHIEF INFORMATION OFFICER	130	Excluded	Y	02		4,818.35	9,291.14	57,820.23	111,493.63
8381	** REGIONAL DIRECTOR	129	Excluded	Y	02		4,588.90	8,848.70	55,066.76	106,184.40

**GUARDIAN AD LITEM
SALARY SCHEDULE - CLASS CODE ORDER, PAY PLAN 84**

EFFECTIVE October 1, 2017

ATTACHMENT 2

8400	ASSISTANT CHILD ADVOCATE MANAGER	112	Included	N	05		2,148.41	4,142.73	25,780.86	49,712.79
	Broward, Dade, Palm Beach, Monroe					100.43	2,248.84	4,249.19	26,986.02	50,990.26
8401	CHILD ADVOCATE MANAGER	116	Included	N	02		2943.33	5427.98	35,319.94	65135.72
	Broward, Dade, Palm Beach, Monroe					100.43	3043.76	5534.44	36525.10	66413.19
8402	CHILD ADVOCATE MANAGER II SENIOR	118	Included	N	02		3173.04	5731.72	38076.40	68780.63
	Broward, Dade, Palm Beach, Monroe					100.43	3273.47	5838.18	39281.56	70058.10
8403	VOLUNTEER RECRUITER	118	Included	N	02		3173.04	5731.72	38076.40	68780.62
	Broward, Dade, Palm Beach, Monroe					100.43	3273.47	5838.18	39281.56	70058.09
8404	LEGAL SECRETARY	111	Included	N	06		2060.60	3973.41	24727.21	47680.94
	Broward, Dade, Palm Beach, Monroe					102.11	2162.71	4081.65	25952.53	48979.78
	Hillsborough, Pinellas					36.94	2097.54	4012.57	25170.49	48150.82
8405	FINANCE AND BUDGET ANALYST	118	Included	N	02		2756.37	5315.05	33076.45	63780.63
8406	HUMAN RESOURCE MANAGER	126	Excluded	N	02		3964.08	7643.86	47568.92	91726.27
8407	SENIOR MANAGEMENT ANALYST I	120	Excluded	N	02		3009.61	5803.37	36115.29	69640.45
8408	SENIOR MANAGEMENT ANALYST II	125	Excluded	N	02		3,775.31	7,279.84	45,303.67	87,358.06
8409	OPERATIONS AND MANAGEMENT CONSULTANT MANAGER	124	Excluded	N	02		3,599.45	6,940.74	43,193.37	83,288.92
8410	OPERATIONS AND MANAGEMENT CONSULTANT II	121	Excluded	N	02		3145.81	6066.01	37749.75	72792.10
8411	GOVERNMENT OPERATIONS CONSULTANT I	118	Included	N	02		2756.37	5315.05	33076.45	63780.63
8412	TRAINER	118	Included	N	02		2756.37	5315.05	33076.45	63780.63
	Broward, Dade, Palm Beach, Monroe					100.43	2,856.80	5,421.51	34,281.56	65,058.10
8413	SENIOR NETWORK SYSTEMS ANALYST	124	Excluded	N	02		3,599.45	6,940.74	43,193.37	83,288.92

**GUARDIAN AD LITEM
SALARY SCHEDULE - CLASS CODE ORDER, PAY PLAN 84**

EFFECTIVE October 1, 2017

ATTACHMENT 2

8414		WEB APPLICATION SYSTEMS ANALYST	125	Excluded	N	02		3,775.31	7,279.84	45,303.67	87,358.06
8415		CHIEF OF STAFF	131	Excluded	N	02		5059.27	9755.69	60711.26	117068.30
8416		CHILD ADVOCATE MANAGER SUPERVISOR	118	Included	N	02		2756.37	5315.05	33076.45	63780.63
		Broward, Dade, Palm Beach, Monroe					100.43	2,856.80	5,421.51	34,281.56	65,058.09
8501		OPERATIONS MANAGER	124	Excluded	N	02		3599.45	6940.74	43,193.37	83288.92
8502	**	PROGRAM DIRECTOR - Managerial	124	Excluded	Y	02		3,599.45	6,940.74	43,193.37	83,288.92
8503	**	CIRCUIT DIRECTOR	126	Excluded	Y	02		3,964.08	7,643.85	47,568.96	91,726.24
8505		PROGRAM DIRECTOR	124	Excluded	N	02		3,599.45	6,940.74	43,193.37	83,288.92
8700		PROGRAM ATTORNEY	123	Excluded	N	02		3688.98	6881.32	44,267.77	82575.84
8700		Trainee Status						3345.08		40140.96	
8701		SENIOR PROGRAM ATTORNEY	125	Excluded	N	02		4191.98	7696.51	50303.67	92358.06
8702		SUPERVISING ATTORNEY	126	Excluded	N	02		3,964.08	7,643.86	47,568.92	91,726.27
8704	**	LEGAL REGIONAL COUNSEL	130	Excluded	Y	02		4,818.35	9,291.14	57,820.23	111,493.63
8707	**	GENERAL COUNSEL - GUARDIAN AD LITEM	132	Excluded	Y	02		5,312.24	10,243.48	63,746.89	122,921.71
8819	*	EXECUTIVE DIRECTOR - GUARDIAN AD LITEM	133	Excluded	Y	01		6,050.40	10,796.71	72,604.86	129,560.55

*RECEIVES ENHANCED HEALTH AND DISABILITY INSURANCE AS AUTHORIZED BY THE FLORIDA LEGISLATURE - SENIOR MANAGEMENT RETIREMENT

**RECEIVES ENHANCED HEALTH AS AUTHORIZED BY THE FLORIDA LEGISLATURE - EARNS HIGHER LEAVE ACCURAL - REGULAR RETIREMENT

ADMINISTRATIVE SPECIALIST I

DISTINGUISHING CHARACTERISTICS OF WORK

This is work performing routine clerical and administrative functions such as drafting correspondence, copying, mailing, answering phones, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

The Administrative Specialist I is also responsible for establishing and maintaining a comprehensive office filing system, ordering and maintaining supplies, answering multi line phone systems and other clerical duties as needed. A variety of working relationships are established with employees, volunteers, state courts system personnel, vendors, judges and non-judicial officers and the general public. The Administrative Specialist I works independently and must exercise discretion in dealing with confidential and sensitive information. Work is performed under general supervision.

EDUCATION AND TRAINING GUIDELINES

Must have a standard high school diploma or equivalent and two years of administrative experience, one year of which was in an administrative support or comparable position. Graduation from an accredited four-year college or university, two-year college or vocational school may substitute for the required experience on a year for year basis. The education and training requirements may be waived by the Executive Director or designee.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of administrative and clerical procedures and systems. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of computer applications including Outlook, Excel, Word. Ability to talk to others and convey information. Ability to respond patiently with the general public. Ability to maintain confidentiality concerning sensitive information. Ability to work as part of team.

Effective: July 1, 1993

Revised: January 1, 2004

Revised: January 5, 2015

Revised: September 5, 2017

Guardian ad Litem

Pay Grade 109

ADMINISTRATIVE SPECIALIST II

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work performing a variety of secretarial, administrative support, and clerical duties for a State of Florida Guardian ad Litem Office. Duties may include such functions as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

The Administrative Specialist II is also responsible for establishing and maintaining a comprehensive office filing system, ordering and maintaining supplies, answering multi line phone systems and other clerical duties as needed. A variety of working relationships are established with employees, volunteers, state courts system personnel, vendors, judges and non-judicial officers and the general public. The administrative specialist works independently and must exercise discretion in dealing with confidential and sensitive information. Work is performed under general supervision.

EDUCATION AND TRAINING GUIDELINES

Must have a standard high school diploma or equivalent and three years of administrative support experience, one year of which was in an Administrative Specialist I or comparable position. Graduation from an accredited four-year college or university, two-year college or vocational school may substitute for the recommended experience on a year for year basis. The Executive Director or designee may waive the required training and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of administrative and clerical procedures and systems. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of computer software applications including Outlook, Excel and Word. Ability to talk to others and convey information. Ability to respond patiently with the general public. Ability to maintain confidentiality concerning sensitive information.

Effective: July 1, 1993

Revised: January 1, 2004

Revised: January 5, 2015

Revised: September 5, 2017

Guardian ad Litem

Pay Grade 111

EXECUTIVE SECRETARY**DISTINGUISHING CHARACTERISTICS OF WORK**

This is executive secretarial work for the Executive Director of the Statewide Guardian Ad Litem Office.

EXAMPLES OF WORK PERFORMED

- Makes arrangements for meetings/conferences including space, time, and place.
- Serves as recording secretary at meetings and conference calls by taking official minutes; prepares minutes in final form for distribution.
- Receives incoming mail and composes and signs replies to inquiries not requiring the personal attention of the Executive Director.
- Serves as receptionist and answers telephones; screens, greets, announces and routes visitors and callers.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to compose routine correspondence.
- Ability to type letters, memoranda and other standard business forms in correct format.
- Ability to independently carry out administrative functions and general office duties.
- Ability to plan, organize and coordinate work assignments.
- Ability to organize files and other records.
- Ability to perform basic arithmetical calculations.
- Ability to use correct spelling, punctuation and grammar.
- Ability to operate general office equipment.
- Ability to handle telephone calls in a courteous and effective manner.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

- A high school diploma or its equivalent and four years of secretarial work experience; or Possession of a Certified Professional Secretary Certificate.
- College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required work experience.
- Vocational/technical training in an area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours for each year of the required work experience.

Effective: 12/15/03

Revised: January 5, 2015

Guardian Ad Litem

Pay Grade 112

ADMINISTRATIVE ASSISTANT I**DISTINGUISHING CHARACTERISTICS OF WORK**

This is responsible work performing a variety of administrative and fiscal related duties assisting an administrator and/or professional staff in managing the daily operations and support functions of an administrative office. The Administrative Assistant I arranges conferences, prepares materials for and participates in training sessions, collects data for statistical reports, creates and maintains automated office systems, provides information to volunteers, personnel and the public, and monitors office or program expenditures, including grants. Working relationships are established with judges, State Courts System personnel, staff of state and local government, community organizations, vendors, volunteers and the public. Work is performed under general supervision. The incumbent in this position may serve as the Circuit Human Resources or Budget Liaison to the State Office and be responsible for managing human resources or budget functions for the Circuit.

EDUCATION AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited four-year college or university and one year of experience in administrative support, fiscal, or administrative work.

A master's degree may substitute for the required experience.

Progressively responsible administrative, administrative support, not-for profit, fiscal or other comparable experience may substitute for the recommended college training on a year for year basis. The Executive Director or designee may make an exception to the training and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and ability to use correct English grammar, spelling, and punctuation. Knowledge of and ability to perform basic mathematical operations and simple statistics. Ability to plan and prepare reports, correspondence, and charts in a variety of formats. Ability to use a variety of computer applications. Ability to organize work, establish priorities, and meet deadlines. Ability to organize and /or automate office procedures and maintain an effective filing system. Ability to manage multiple assignments including long and short range projects. Ability to communicate effectively. Ability to deal tactfully with the public. Ability to use independent judgment and discretion concerning confidential information. Ability to work as part of a team.

Effective: June 1, 1996

Revised: January 1, 2004

Revised: August 24, 2017

Guardian ad Litem

Pay Grade 114

ADMINISTRATIVE ASSISTANT II

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work performing a variety of administrative and fiscal related duties in managing the daily operations and support functions of an administrative office. The Administrative Assistant II may monitor expenditure reports, audit invoices and prepare travel reimbursement requests, obtain bids and prepare purchase requests, and monitors office expenditures. The Administrative Assistant II may collect data for statistical reports, and may be responsible for creating, inputting and/or maintaining automated office systems and providing information to court personnel, volunteers, staff and the general public. Working relationships are established with judges, State Courts System personnel, staff of state and local government, vendors, and the public. Work is performed under general supervision. The incumbent may serve as the Circuit Human Resources Liaison or Budget Liaison to the State Office and may be responsible for maintaining these functions at the Circuit level.

EDUCATION AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited four-year college or university and two years of experience in administrative support, purchasing, fiscal or administrative work.

A master's degree may substitute for the recommended experience.

Progressively responsible administrative, administrative support, non-profit, fiscal or comparable experience may substitute for the recommended college training on a year for year basis. The Executive Director or designee may make an exception to the training and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and ability to use correct English grammar, spelling, and punctuation. Knowledge of and ability to perform basic mathematical operations, bookkeeping, and simple statistics. Ability to plan and prepare reports, correspondence, and charts in a variety of formats. Ability to use a variety of computer applications. Ability to organize work, establish priorities, and meet deadlines. Ability to organize and /or automate office procedures and maintain an effective filing system. Ability to manage multiple assignments including long and short range projects. Ability to communicate effectively. Ability to deal tactfully with the general public. Ability to use independent judgment and discretion concerning confidential information. Ability to work as part of a team.

Effective: June 1, 1996

Revised: January 1, 2004

Revised: August 24, 2017

Guardian ad Litem

Pay Grade 116

Distinguishing Characteristics of Work

This is independent professional work planning, designing, monitoring, supporting, and integrating enterprise network systems for the Statewide Guardian Ad Litem Office. Duties and responsibilities include designing and coordinating various components of GAL enterprise network systems, consulting with users and program management to determine user needs, defining network solutions to meet user requirements, and designing and configuring enterprise environments with appropriate hardware, operating systems software, applications software, and communications component to support business requirements.

Education and Training Requirements

Associate of Science Degree in the field of computer science or information technology and four years of related experience; or a bachelor's degree in the field of computer science or information technology and two years of related experience. The Executive Director or designee may waive training and experience requirements.

Knowledge, Skills and Abilities

Knowledge of an enterprise computing environment, including wiring/cabling, routers, switches and hubs. Knowledge of network troubleshooting techniques. Knowledge of distributed processing operations, procedures, and equipment. Knowledge of problem-solving techniques. Knowledge of computers and software. Ability to process information logically and solve problems. Ability to monitor and resolve problems with distributed computer systems components. Ability to identify and define user enterprise network needs. Ability to communicate effectively verbally and in writing.

COMPUTER PROGRAMMER/ANALYST

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent professional work analyzing, enhancing, designing, developing and/or maintaining computer programs and systems for the Statewide Guardian Ad Litem Office. Duties and responsibilities include consulting with subject matter experts, users and program management to define systems requirements and specifications; designing systems/programming logic; documenting input and output elements from user requirements; developing procedures for troubleshooting malfunctions in existing systems; and testing new system and program specifications to support business requirements.

EDUCATION AND TRAINING REQUIREMENTS

Associate of Science Degree in the field of computer science or information technology and four years of related experience; or a bachelor's degree in the field of computer science or information technology and two years of related experience. The Executive Director or designee may waive required training and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices and techniques of computer programming. Knowledge of computer programming languages. Knowledge of computer operations, procedures and systems. Knowledge of flow charting techniques. Ability to process information logically and solve problems. Ability to design programs and systems logic. Ability to prepare program specifications. Ability to plan, organize and coordinate work assignments. Ability to perform mathematical calculations. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with others.

Effective: August 1, 2005
Revised: September 5, 2017

Pay Grade 125

BUSINESS SPECIALIST

8336

DISTINGUISHING CHARACTERISTICS OF WORK

This is a professional generalist role working in the Central GAL Office. Positions allocated to this class perform an array of assignments in support of the Financial Management and/or Administrative Services Section(s). Areas of responsibility may include coordinating and carrying out human resource, purchasing, or accounting program functions, including processing payroll, coordinating efforts of circuit liaisons, processing, examining, and analyzing purchasing and accounting records, and serving as the Agency Property Administrator. Incumbents must be able to understand and implement policies and procedures, examine current processes and recommend improvements that will gain greater efficiencies.

EDUCATION AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited four-year college or university with a major in business management, finance, accounting, human resource management, or procurement and one year of related experience; or an Associate Degree and three years of related experience. Related experience working in a State Agency, University, not-for-profit and demonstration of possession of knowledge, skills and abilities can substitute for post-secondary education. The Executive Director or designee may waive education and training requirements.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting, human resource, and/or procurement principles, practices and procedures. Knowledge of methods of data collection and analysis. Ability to understand and administer rules, policies and procedures. Ability to utilize problem solving techniques. Ability to make presentations to agency management and employees. Ability to coordinate and conduct special projects. Ability to prepare detailed financial or human resource reports. Ability to work effectively under deadlines. Ability to work in a team environment. Ability to establish and maintain good working relationships. Ability to effectively communicate verbally and in writing.

Effective: July 1, 2004

Pay Grade 118

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent, professional work in the Central GAL Office or a Circuit Office. Positions allocated to this class perform an array of complex assignments in support of the Financial Management and/or Administrative Services Section(s). Areas of responsibility may include providing direct assistance to Central Office Directors in managing accounting, purchasing, property or human resource programs, and in the administration of all aspects of the finance or budgetary process. Incumbents must be able to understand, develop and implement policies and procedures, examine current processes and recommend improvements that will gain greater efficiencies.

EDUCATION AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited four-year college or university with a major in business management, finance, accounting, human resource management, or procurement and three years of related experience; or an Associate Degree and five years of related experience. Related experience working in a State Agency, University or not-for-profit and demonstration of possession of knowledge, skills and abilities can substitute for post-secondary education. The Executive Director or designee may waive the required education and training requirements.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of or ability to learn generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS). Knowledge of human resource management policies, principles, practices, programs and procedures. Knowledge of methods of data collection and analysis. Ability to understand and administer rules, policies and procedures. Ability to utilize problem solving techniques. Ability to create and deliver presentations to agency management and employees. Ability to manage special projects. Ability to prepare detailed financial or human resource management reports. Ability to work effectively under deadlines. Ability to foster and work in a team environment. Ability to establish and maintain good working relationships. Ability to effectively communicate verbally and in writing.

FINANCE AND BUDGET DIRECTOR

8350

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory and highly independent professional management work in the Statewide Guardian Ad Litem Office.

An employee in a position allocated to this class is responsible for all aspects of budget preparation, supervision and management. Duties include preparation of legislative and operating budgets and coordinating all fiscal activities and purchasing with related governmental agencies.

Work is performed under broad general supervision. A high degree of independent judgment is required in performing fiscal administrative and liaison functions. This employee must have a working knowledge of all statutes, rules, regulations and policies having an impact on the Guardian Ad Litem Office budget planning and implementation.

EXAMPLES OF WORK PERFORMED

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated in this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Prepares Legislative Budget Request and the annual Operating Budget for the Statewide Guardian Ad Litem Office. Represents the Statewide Guardian Ad Litem Office at budget meetings. Advises the Statewide Guardian Ad Litem Office on all fiscal matters. Maintains supervisory control of all budget accounts. Prepares periodic budget status reports for the Guardian Ad Litem Office as required. Serves on internal administrative and policy bodies. Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

A bachelor's degree with a major in accounting or business administration and four years of professional experience in budgeting, accounting, auditing or financial planning or analysis work; or a master's degree in accounting or in business administration or possession of a Certified Public Accountant (CPA) Certificate and two years of professional experience as described above. Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education. The Executive Director or designee may make an exception to the training and experience requirements.

EFFECTIVE: 12/15/03

Rev 9-4-17

Guardian Ad Litem

Pay Grade: 130

ADMINISTRATIVE SERVICES DIRECTOR

8360

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory and highly independent professional management work in the statewide Guardian Ad Litem office. An employee in a position allocated to this class is responsible for all aspects of human resources, payroll, attendance and leave, budget, finance, purchasing and information technology. Work is performed under broad general supervision. A high degree of independent judgment is required. This employee must have a working knowledge of all statutes, rules, regulations and policies having an impact on the Guardian Ad Litem Program.

EXAMPLES OF WORK PERFORMED

(NOTE: these examples are intended only as illustration of the various types of work performed in positions allocated in this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Prepares and recommends complex and broad administrative policies for the Guardian Ad Litem Program statewide. Serves as GAL Ombudsman for Americans with Disabilities Act. Oversees all Equal Employment Opportunity concerns.

Oversees the work and priorities for the Information Technology office. Oversees preparation of legislative budget requests and allocation of personnel and finances to ensure equity. Responsible for the central purchasing activities of the Guardian Ad Litem Offices statewide.

Responsible for central administration of human resources, progressive discipline, attendance and leave and payroll matters for the Guardian Ad Litem offices statewide.

Recommends and implements policies and procedures to improve operation of the Program.

MINIMUM TRAINING AND EXPERIENCE

Must possess a valid Florida Driver's license.

A bachelor's degree with a major in business or public administration, human resources, finance or information technology and five years of professional managerial experience.

A master's degree in business, public administration, communications, education or one of the social or behavioral sciences can substitute for one year of the required experience.

Professional or nonprofessional personnel experience can substitute on a year-for-year basis for the required college education. The Executive Director or designee can make an exception to the required training and experience requirements.

Effective: 2/04/04

Revised 9-4-17

Guardian Ad Litem

Pay Grade 130

CHIEF INFORMATION OFFICER**DISTINGUISHING CHARACTERISTICS OF WORK**

This is professional managerial work conducting business analysis involving the strategic planning, analysis, design, and implementation of the mission-critical information technology (IT) systems and applications for the Statewide Guardian ad Litem Office. Duties and responsibilities include using Florida state agency information technology guidelines for developing best practices, policies, processes and audit standards for major areas of technology, consulting with managers, vendors and staff in the implementation and evaluation of IT products and programs, training and coordinating work of other professional staff, testing validity in an information technology environment. The CIO supervises and recruits technology staff. Performs under the broad supervision of the Director of Administrative Services.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida Driver's license.

Associate of Science Degree in the field of computer science or information technology and six years of related experience; or a bachelor's degree in the field of computer science or information technology and four years of related experience; or a master's degree in the field of computer science or information technology and two years of related experience. The Executive Director or designee may waive the required training and experience requirements.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of implementing and supporting a distributed IT environment to 20 remote Circuits with approximately 850 remote users. Knowledge of VDI practices and solutions highly desirable. Knowledge of, and experience with, Citrix software products for remotely accessing desktops, applications and networks is HIGHLY desirable and will be given preferential consideration.

Knowledge of techniques of computer systems analysis and design leading towards highly effective and cost efficient delivery of IT services. Knowledge of an enterprise computing environment. Current working knowledge of Florida's Service Center approach to hosted server environments is desirable.

Knowledge of network industry standards. Knowledge of network troubleshooting and help desk management to maximize the user experience. Knowledge of Data Base Design and Management (SQL), and web development techniques. Ability to analyze and interpret computer related data and resolve system production problems. Ability to plan, organize and coordinate work assignments of small, but critical, IT department. Ability to communicate technical information effectively to IT personnel and, as importantly, to users and management in language they can understand.

Ability to work independently. Ability to establish and maintain effective working relationships with others.

REGIONAL DIRECTOR - OPERATIONS

DISTINGUISHING CHARACTERISTICS OF WORK

This is an independent, responsible, and professional managerial role requiring advanced leadership in directing employees and improving the Guardian ad Litem Program in a specific region to achieve its primary mission: advocating for the best interests of children in the dependency system. Areas of responsibility include, but are not limited to: implementing control measures and monitoring compliance to ensure that all GAL Program strategies, policies, directives, initiatives and Standards of Operation are clearly understood and followed by circuit directors and staff; providing effective direction, guidance, and coaching of Circuit Directors including ongoing feedback and evaluation; ensuring that Circuit Directors achieve assigned strategic and operational Program goals; monitoring the professional performance and conduct of Circuit Directors to ensure that they meet or exceed Program expectations; serving as the regional point of contact and field liaison for issues and matters involving the Department of Children and Families, community-based care organizations, local agencies, and professionals; and providing input, assistance and counsel to members of the GAL executive management team as required. The Regional Director must exercise professional and proper discretion in dealing with sensitive and confidential issues. Work frequently involves contact with individuals involved in emotional, traumatic, or stressful situations. The Regional Director will work in collaboration with the assigned Regional Attorney. The Regional Director reports directly to the Director of Operations and performance is reviewed for achievement of overall and specific Program, regional, and circuit goals and objectives. Incumbent is expected to exhibit strong leadership competencies and core competencies in the performance of his duties and responsibilities.

EDUCATION AND TRAINING REQUIREMENTS

A valid Florida Driver's License is required.

A bachelor's degree from an accredited four-year college or university and five years of progressive experience in supervision, program management, and/or recruiting, training, and retaining employees or volunteers. Professional experience as described above can substitute on a year-for-year basis for the required college education. Prior field operations management/leadership is desired. Previous dependency experience is preferred. The Executive Director or designee may make an exception to the training and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Chapter 39, Florida Statutes. Knowledge of the principles of child development. Knowledge of the operations of the child welfare system in relation to the Guardian ad Litem Program. Knowledge of the issues and dynamics of child abuse and the effects of dysfunctional family relationships on children. Knowledge of social services available to children. Knowledge of human resources policies and sound employment practices. Knowledge of statewide GAL reports. Ability to communicate effectively with people from diverse backgrounds, and people involved in emotionally distressing situations. Ability to facilitate collaboration among diverse groups to achieve commonly shared goals. Ability to understand and administer law, rules, policies and procedures. Ability to prepare detailed reports evaluating the effectiveness of the Program. Ability to supervise a professional staff who coordinate case work activities of volunteers. Ability to encourage and motivate professional and support staff and volunteers. Ability to review and assess performance of management staff and provide effective guidance to promote enhanced performance. Ability to lead, plan and manage change. Ability to exercise mature judgment, work independently and express oneself clearly and concisely orally and in writing. Ability to analyze and recommend resolution of more difficult problems by application of knowledge acquired through management-level program involvement. Ability to analyze and interpret data and apply it in the day to day responsibilities of the position.

Effective: March 2, 2010

Rev September 4, 2017

Guardian ad Litem

Pay Grade 129

ASSISTANT CHILD ADVOCATE MANAGER**DISTINGUISHING CHARACTERISTICS OF WORK**

This is entry level professional work assisting Child Advocate Managers or Legal Counsel in advocating for the best interests of abused, neglected and abandoned children involved in dependency proceedings. Responsibilities include requesting records from schools, doctors or social service organizations, researching or obtaining case related information, following up on phone calls, tracking the status of case plan compliance, updating and retrieving files, functioning as a liaison, following up with volunteers or assisting volunteers with monthly reports, drafting or preparing reports to the court, setting up meetings and home visits, conducting home visits and making recommendations on the best interests of children to superiors and legal counsel. Regular contact is made with children, schools, teachers, doctors, attorneys, psychologists, psychiatrists, social workers, and a variety of other social service agencies and professionals. Discretion is exercised in dealing with confidential and extremely sensitive issues. Works under the direct supervision of a Child Advocate Manager II or Legal Counsel.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida Driver's License.

A Bachelor's degree from an accredited college or university with major course work in social science, social work, psychology, juvenile justice, child development or a related field. Knowledge of the child welfare system or experience as a Guardian ad Litem volunteer is preferred. The Executive Director or designee may make an exception to the training and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to follow instructions and organize work assignments. Ability to conduct research through the review of documents, phone conferences, home visits, site visits and contacts with professionals and caregivers working with or providing services to children. Ability to document findings and conclusions in clear statements, written and oral. Ability to communicate effectively with people from culturally and economically diverse backgrounds, and people involved in emotionally distressing situations. Ability to maintain confidentiality concerning sensitive information. Ability to establish and maintain good working relationships with others, both internally and externally, including Program volunteers. Ability to utilize a variety of computer applications, including using programs such as Word, Excel, PowerPoint and Outlook.

Effective: July 1, 2006

Revised: August 24, 2017

Guardian ad Litem

Pay Grade 112

CHILD ADVOCATE MANAGER I**DISTINGUISHING CHARACTERISTICS OF WORK**

This is responsible professional work coordinating the advocacy of the best interests of abused, neglected and abandoned children. The Child Advocate Manager may personally conduct the following tasks or may supervise a group of volunteers who: gather information relating to the case and give recommendations and written reports to the court on the best interests of dependent children. The child advocate manager may personally or may oversee the work of volunteers as they: attend court hearings, depositions, case plan conferences, dependency mediations, staffing's, and meetings with the Department of Children and Families, community based care lead agencies and other state, local and private social service agencies and community organizations.

The Child Advocate Manager may carry out or assign tasks to volunteers to expedite case work and promote timely permanency objectives. Extensive contact is made with the Department of Children and Families, community based care lead agencies, local law enforcement agencies, schools, teachers, doctors, attorneys, psychologists, psychiatrists, social workers, and a variety of other social service agencies and professionals. The Child Advocate Manager must exercise discretion in dealing with confidential and extremely sensitive issues before the court. Work is performed under stressful conditions and involves contact with individuals involved in emotional and traumatic situations. Work is performed under the general supervision of the Child Advocate Manager II, Program Director or Circuit Director.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida Driver's License.

Bachelor's degree from an accredited college or university with a major in sociology, social work, psychology, child development, education, juvenile justice, communications, or a related social science, and two years of experience in a program of child welfare, social service, counseling, teaching, or supervising volunteers. An exception for the required training and experience may be granted by the Executive Director or designee.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Florida Statutes relating to child protection. Knowledge of the principles and dynamics of child development. Knowledge of the issues and dynamics of child abuse and neglect, domestic violence, substance abuse, and mental health. Knowledge of social services available to children and families. Knowledge of the operations of the Florida State Courts System and the Guardian ad Litem Program. Ability to communicate effectively with people from culturally and economically diverse backgrounds, and people involved in emotionally distressing situations. Ability to supervise and coordinate case work activities of volunteers. Ability to manage, encourage and motivate volunteers. Ability to maintain proper documentation on case activity and to prepare or assist in the preparation of detailed court reports recommending a course of action for children. Ability to communicate effectively and deal tactfully with individuals involved in litigation and stressful situations.

Effective: October 1, 1993

Revised: October 1, 2002

Revised: January 1, 2004

Revised: January 5, 2015

Revised: August 25, 2017

Guardian ad Litem

Pay Grade 116

CHILD ADVOCATE MANAGER II (Supervisor)**DISTINGUISHING CHARACTERISTICS OF WORK**

This is responsible professional work coordinating the advocacy of the best interests of abused, neglected and abandoned children. The Child Advocate Manager II may supervise the work of Child Advocate Managers, Assistant Child Advocate Managers, volunteers and administrative staff, and assigns tasks to staff and or volunteers to expedite case work and promote timely permanency objectives. The Child Advocate Manager II may assist in coordinating volunteer recruitment, training, and program promotion. Responsibilities may also include gathering information related to individual cases and preparing or assisting others in preparing recommendations and written reports regarding the child's best interests to the court.

The Child Advocate Manager II may attend court hearings, depositions, case plan conferences, dependency mediations, staffings and other meetings with the Department of Children and Families, community based care lead agencies and other social service agencies, providers or community organizations. Work will be performed in conjunction with staff, legal counsel, and volunteers to further the best interests of children. Extensive contact is made with the Department of Children and Families, local law enforcement agencies, schools, teachers, doctors, attorneys, psychologists, psychiatrists, social workers, and a variety of other social service agencies and professionals. The Child Advocate Manager II must exercise discretion in dealing with confidential and extremely sensitive issues before the court. Work is performed under stressful conditions and involves contact with individuals involved in emotional and traumatic situations. Work is performed under the general supervision of a Program or Circuit Director.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida Driver's License.

Bachelor's degree from an accredited college or university with a major in sociology, social work, psychology, child development, education, communications, juvenile justice, or a related social science, and five years of progressively responsible experience in a program of social service, counseling, teaching, or supervising volunteers.

A Master's degree in an area described above may substitute for one year of the recommended experience. An exception for the required training and experience may be granted by the Executive Director or designee.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Florida Statutes relating to child protection. Knowledge of the principles and dynamics of child development. Knowledge of the issues and dynamics of child abuse and neglect, domestic violence, substance abuse and mental health issues. Knowledge of social services available to children and families. Knowledge of the operations of the Florida dependency system and the Guardian ad Litem program. Ability to communicate effectively with people from culturally and economically diverse backgrounds, and people involved in emotionally distressing situations. Ability to manage, encourage and motivate volunteers and employees. Ability to maintain proper documentation on case activity and prepare or assist in the preparation of detailed court reports recommending a course of action for children. Ability to motivate employees and volunteers, conduct training, and make presentations to community organizations.

Effective: June 1, 1994

Revised: October 1, 2002

Revised: January 1, 2004

Revised: January 5, 2015

Revised: August 24, 2017

Guardian ad Litem

Pay Grade 118

VOLUNTEER RECRUITER

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional work providing the highest level of volunteer recruiting and community outreach services to a circuit Guardian ad Litem (GAL) Program. The Volunteer Recruiter markets the GAL Program in order to recruit qualified, potential volunteer child advocates.

Incumbents assigned to this class work collaboratively with the Circuit Director, the Circuit's Volunteer Recruitment Committee, the circuit's nonprofit association and the State Communications Director to deliver and support high quality volunteer candidates as prospective guardians ad litem who will work with abused and neglected children. Incumbents will perform full recruiting and community outreach activities and maintain excellent relationships with program managers, candidates, and the community at large. Incumbent may be responsible for developing partnerships with local business and community agencies to support volunteer recruitment and retention efforts.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida Driver's license.

A bachelor's degree in Communications, Journalism, Marketing, Human Resources, social services or a related discipline and two years of experience. Experience may include recruiting or managing volunteers, Program promotion through social media, communications. An exception for the required training and experience may be granted by the Executive Director or designee.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the Guardian ad Litem Program mission and goals. Knowledge in all recruiting components including, but not limited to sourcing, qualifying, networking, assessing, legal, and relationship management. Ability to apply social media for effective outreach to potential volunteers. Knowledge of the principles and techniques of effective communication. Ability to interview, screen and refer prospective volunteers for assignments. Ability to motivate and inspire community members to volunteer their time. Ability to speak publicly. Ability to establish and maintain effective working relationships with others. Ability to develop and deliver presentations. Ability to develop new recruiting concepts and implement a program of recruitment for a circuit or a county. Skilled at establishing rapport with culturally diverse populations. Ability to develop strategic partnerships with community, business, and governmental partners. Knowledge of Microsoft Office Suite of applications and email. Ability to use a variety of computer applications.

Effective: July 1, 2009

Revised: August 25, 2017

Guardian ad Litem

Pay Grade 118

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work performing a variety of administrative support, and clerical duties for Best Interest Attorneys in a GAL Circuit office. The secretary is responsible for composing and typing correspondence, detailed reports and charts, memoranda, etc., using a personal computer. The secretary is also responsible for establishing and maintaining a comprehensive office filing system, preparing travel arrangements, scheduling meetings, and preparing materials for supervisor's use. A variety of working relationships are established within the GAL office, and in state courts system personnel, vendors, judges and non-judicial officers, and the general public. The secretary works independently and must exercise discretion in dealing with confidential and sensitive information. Work is performed under general supervision of the Supervising Attorney.

EDUCATION AND TRAINING REQUIREMENTS

The applicant must have a high school diploma from an accredited high school and three years of secretarial or administrative experience. Graduation from an accredited four-year college or university, or two-year college or vocational school may substitute for the recommended experience on a year for year basis. The Executive Director or designee may waive training and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to draft pleadings and motions on behalf of the GAL Attorneys. Ability to communicate effectively and deal tactfully with individuals involved in litigation and stressful situations. Knowledge of and ability to use computer applications. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to communicate clearly. Ability to act patiently with the general public. Ability to maintain confidentiality concerning sensitive information. Ability to work under pressure and meet deadlines. Ability to plan and establish priorities for work assignments.

DISTINGUISHING CHARACTERISTICS OF WORK

This is a highly independent professional managerial role, requiring leadership in promoting and directing the circuit operations within the Statewide Guardian ad Litem Office. Areas of responsibility include developing and implementing operational policies and procedures, examining current processes and recommending and directing improvements, supervising and providing direction to Circuit and Program Directors, and assisting the Executive Director to carry out the mission and goals of the Statewide Guardian ad Litem Office in accordance with state and federal law.

Assists in the development of, and ensures compliance with, all statewide administrative, operational standards, policies, procedures, and initiatives in order to facilitate consistent, effective statewide best interest advocacy for children assigned to the Program balanced within the unique circumstances and environment found within each Circuit. Develops, supports and utilizes the GAL Strategic Plan and Standards as the guiding principles for all Program and advocacy decision making. Directly supervises Regional Directors, who are jointly accountable for Circuit Director performance in all aspects of Circuit management. Emphasis should be given to developing overall management skills of Circuit Directors through effective coaching, training and support.

Ensures highly assertive, best interest advocacy through the development of a State-wide collaborative, team based decision making culture, utilizing all members of the advocacy team: attorneys, child advocate managers, volunteers and when appropriate, management. Working with the Executive Leadership team and Regional staff, develops effective Quality Improvement tools and techniques, incorporating both qualitative and quantitative aspects, that will enhance Program effectiveness and children's outcomes in order to improve overall GAL advocacy and to better communicate GAL impact in the child welfare system. Facilitates the sharing of best practices.

Provides strategic direction in developing and disseminating training to all GAL staff. Collaborates with Regional team members, Circuit leadership, and Statewide training resources to develop and deliver effective training to build overall advocacy skills, knowledge of the child welfare system and services available to meet the needs of children we serve.

Provides Strategic support and coaching to Regional Directors and Circuit Directors in their implementation of and adherence to statewide volunteer management procedures and practices to effectively recruit, screen, train, evaluate, coach, supervise and retain sufficient volunteers consistent with staff resources to manage those volunteers.

Recommends and oversees the allocation of personnel resources and funding to ensure equitable and best use of public funds to accomplish GAL mission. This position works under the broad supervision of the Executive Director.

EDUCATION AND TRAINING

A valid Florida Driver's License is required.

A bachelor's degree and five years of experience in a child welfare related position, at least two of which shall have been in a responsible supervisory or management position. A Master's Degree may count for one year of the required experience. An exception to the training and experience requirements may be granted by the Executive Director or Designee.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to successfully lead teams and accomplish goals. Knowledge of Florida's child welfare system and Chapter 39, FS. Ability to work under pressure. Knowledge of court system, community based care, GAL mission and goals, and dependency system. Ability to travel at least 25% of time. An exception to the training and experience requirements may be granted by the Executive Director or designee.

PROGRAM DIRECTOR - Managerial**DISTINGUISHING CHARACTERISTICS OF WORK**

This is responsible professional and supervisory work promoting the Program and directing the case work activities of professional and support staff and/or volunteer guardians ad litem in the Guardian ad Litem (GAL) Program representing abused and neglected children. The Program Director may assign cases, supervise programs or employees, prepare and conduct pre-service and in-service training, or represent a Circuit at community functions. The Program Director is responsible for evaluating the performance of any assigned staff and volunteers and may resolve issues concerning policy, goals of the Program, and delivery of Program services. The Program Director may attend court hearings, shelter hearings, and staffings with the Department of Children and Families, community based care lead agencies, professionals or other service providers or caretakers. Extensive contact is made with local law enforcement agencies, Office of the State Attorney, schools, and a variety of social service agencies and professionals including doctors, attorneys, psychologists, psychiatrists, social workers, and teachers.

The Program Director classification may also manage functional duties in an administrative area on a statewide basis, such as Human Resources, Grant Projects, Special Projects, etc.

The Program Director must exercise discretion in dealing with confidential and extremely sensitive issues. Work involves contact with individuals involved in emotional and traumatic situations. Work is performed under limited supervision of a Circuit Director or other managerial position.

EDUCATION AND TRAINING REQUIREMENTS

A valid Florida Driver's license is required.

A bachelor's degree from an accredited four-year college or university with a major in social work, sociology, psychology, communications, or a related social science, and five years of progressively responsible experience. A Master's degree may substitute for one year of the recommended experience. Professional experience in related programs as described above may substitute for the required education on a year for year basis. The Executive Director or designee may grant an exemption to the training and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Chapter 39, Florida Statutes. Knowledge of the principles and dynamics of child development. Knowledge of the issues and dynamics of child abuse, domestic violence, drug use and mental health issues. Knowledge of social services available to children. Ability to communicate effectively with people from diverse backgrounds, and people involved in emotionally distressing situations. Ability to make presentations to community organizations. Ability to coordinate and conduct training programs. Ability to prepare detailed reports evaluating the effectiveness of the program. Knowledge of the operations of the child welfare system in relation to the Guardian ad Litem program. Ability to supervise a professional staff and coordinate case work activities of volunteers. Ability to encourage and motivate professional and support staff and volunteers. Ability to assist in the preparation of detailed court reports recommending a course of action for children.

Effective: November 1, 2001
Revised: February 04, 2004
Revised: September 4, 2017

Pay grade 124

CIRCUIT DIRECTOR

DISTINGUISHING CHARACTERISTICS OF WORK

This is a highly independent, responsible professional managerial role, requiring leadership in promoting and directing the Guardian ad Litem Program in a judicial circuit which advocates for the best interests of abused, neglected, and abandoned children involved in dependency proceedings. The Circuit Director is responsible for hiring, training, supervising, managing and evaluating staff and volunteers and for resolving issues concerning policy, program goals and program services at the circuit level. Work involves contact with individuals involved in emotional and traumatic situations.

Incumbent is responsible for increasing public awareness, community engagement and volunteer representation. Must be able to develop or maintain effective working relationships with leaders of community organizations and not-for-profit groups and businesses for the purpose of forging partnerships for the benefit of the Program and the children it represents, and increasing the number of Guardian ad Litem volunteers.

The Circuit Director provides oversight of the collaborative efforts of GAL staff and volunteers advocating for the best interests for children. Candidate is responsible for ensuring compliance with the Standards of Operation of the GAL Program.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida driver's license.

A bachelor's degree from an accredited college or university with a major in social work, sociology, psychology, communications, juvenile justice, management or related social science degree, and five years of progressive experience in child welfare, supervision, program or volunteer management. A law degree and Florida Bar license in good standing is an asset.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to administer rules, policies and procedures and formulate and administer budgets. Knowledge of the issues and dynamics of child abuse and the effects of domestic violence, substance abuse and mental health issues on children and social services that are available to children and their families. Candidate must be able to communicate effectively with people from diverse backgrounds and those involved in emotionally distressing situations. Candidate must be able to develop working relationships with a variety of social service agencies, courts, law enforcement and health professionals. Must be able to exercise discretion in dealing with confidential and sensitive issues. Knowledge of Chapter 39, Florida Statutes, dependency proceedings generally, and advocacy for children. Knowledge of the operations of the child welfare system in relation to the Guardian ad Litem Program. Ability to make presentations to community organizations. Ability to oversee the collaborative efforts of GAL staff and volunteers advocating for the best interests of children. Ability to encourage and motivate professional and support staff and volunteers.

Program Director

Distinguishing Characteristics of Work

This is a highly responsible professional managerial role. The incumbent in this position may assist the Circuit Director by managing a remote Circuit field office affiliated with a Circuit GAL Office; serve as an Assistant Circuit Director; oversee and manage a special program or project within the GAL Program, or manage a functional area within the GAL state office. This position requires leadership in promoting and directing the Guardian ad Litem Program in achieving its primary mission: advocating for the best interests of children in the dependency court system. The Program Director works under the general supervision of the Circuit Director or other manager. Ensures compliance with all statewide and circuit administrative, legal and operational standards, policies, procedures, and initiatives in order to facilitate consistent, effective statewide and circuit-wide best interest advocacy for children assigned to the Program balanced within the unique circumstances and environment found within each Circuit.

Assists and supports the GAL Circuit and/or GAL Statewide Office by recommending, developing, testing and implementing new, or improved, administrative legal or operational standards, policies, or procedures. May supervise and monitor all assigned work of volunteers and staff in order to continually improve the quality and effectiveness of child advocacy, with strong emphasis on securing permanency and safety for all children served. Ensures highly assertive advocacy through the development of a collaborative, team based decision making culture, utilizing all members of the advocacy team: attorneys, case coordinators, volunteers and when appropriate, management.

Education and Training Requirements

Must possess a valid Florida Driver's license.

A bachelor's degree from an accredited four-year college or university with a major in social work, sociology, psychology, communications, or a related social science, and three years of progressively responsible experience. A Master's degree may substitute for one year of the recommended experience. The Executive Director or designee may make an exception to the required training and experience requirements.

Knowledge Skills and Abilities

Knowledge of Chapter 39, Florida Statutes. Knowledge of the principles and dynamics of child development. Knowledge of the issues and dynamics of child abuse and the effects of drug use, mental health issues, and domestic violence on children. Knowledge of social services available to children. Ability to communicate effectively with people from diverse backgrounds, and people involved in emotionally distressing situations. Ability to recruit and train volunteers. Ability to make presentations to Community organizations. Ability to coordinate and conduct training programs. Ability to prepare detailed reports evaluating the effectiveness of the program. Knowledge of the operations of the child welfare system in relation to the Guardian ad Litem program. Ability to supervise and coordinate case work activities of staff or volunteers. Ability to encourage and motivate professional and support staff and volunteers. Ability to assist in the preparation of detailed court reports recommending a course of action for children.

Effective: 1/5/2015

Rev September 4, 2017

PROGRAM ATTORNEY

8700

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible entry level work in a developing capacity, providing legal counsel and representation to a circuit Guardian ad Litem (GAL) Program which advocates for the best interests of abused, neglected and abandoned children involved in dependency proceedings. The Program Attorney provides legal representation in court on behalf of the GAL Program, files pleadings and motions, and attends depositions, mediations and staffings with social service agencies, GAL employees and volunteers concerning children represented by the GAL Program. The Program Attorney reviews case files to identify legal issues, and participates in the development and implementation of case strategies. The Program Attorney works cooperatively with staff and volunteers to implement a plan that will further the child's best interests. The Program Attorney must exercise discretion in dealing with confidential and extremely sensitive issues before the court.

Incumbents in this class provide legal advice and support to the GAL Circuit Director, the Supervising Attorney and to the GAL Program generally, and may assist in recruiting, training and assisting pro bono and contract attorneys working with the GAL Program at the discretion of the Supervising Attorney. Working relationships must be established with judges, the Department of Children and Families and other social service agencies, community organizations, local law enforcement, attorneys, and the public. Work involves contact with people in stressful situations and with sensitive and confidential information. Work is performed under the supervision of a Supervising Attorney.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida Driver's License.

Graduation from a law school accredited by the American Bar Association and admission to the Florida Bar.

SPECIAL NOTE

Trainee status may be granted for a period of six months to permit successful admission to the Bar. Trainees will be hired at 10% below the minimum salary and shall be raised to the minimum salary upon admission.

KNOWLEDGE, SKILLS, AND ABILITIES

Possession of legal skills and knowledge sufficient to represent the GAL Program in legal proceedings. Ability to develop an understanding of juvenile law and the GAL Program. Ability to advocate effectively in court on behalf of the GAL Program.

Ability to conduct legal research and to draft and file pleadings, motions and appellate briefs on behalf of the GAL Program. Ability to communicate effectively in writing and orally and deal tactfully with individuals involved in litigation and stressful situations. Ability to work with individuals from culturally and economically diverse backgrounds. Ability to utilize a personal computer, including using software programs such as Word, Excel, PowerPoint and Outlook.

SENIOR PROGRAM ATTORNEY

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible work providing legal counsel and representation to a circuit Guardian ad Litem (GAL) Program which advocates for the best interests of abused, neglected and abandoned children involved in dependency proceedings. The Senior Program Attorney provides legal representation in court on behalf of the GAL Program, files pleadings and motions, and attends depositions, mediations and staffings with staff, volunteers and social service agencies concerning children represented by the GAL Program.

The Senior Program Attorney reviews case files to identify legal issues, develops strategies for cases and assists Program Attorneys in the development and implementation of case strategies. The Senior Program Attorney works cooperatively with staff and volunteers to implement a plan that will further the child's best interests. The incumbent must exercise discretion in dealing with confidential and extremely sensitive issues before the court.

Incumbents in this class provide legal advice and support to the GAL Circuit Director, Supervising Attorney and to the GAL Program generally, and may also recruit, train and mentor pro bono and contract attorneys working with the GAL Program. The Senior Program Attorney may develop training materials, assist with the training of GAL staff and volunteers, and participate in programs to inform and educate the public about the operations and goals of the GAL Program. Working relationships must be established with judges, the Department of Children and Families and other social service agencies, community organizations, local law enforcement, attorneys, and the public. Work involves contact with people in stressful situations and with sensitive and confidential information. Work is performed under the supervision of a Supervising Attorney.

EDUCATION AND TRAINING REQUIREMENTS

A valid Florida Driver's License is required.

Graduation from an accredited law school, membership in the Florida Bar and two years of experience in the practice of dependency law. Trial experience strongly preferred. An exception for the required experience may be granted by the Executive Director or designee.

KNOWLEDGE, SKILLS, AND ABILITIES

Possession of legal skills and knowledge sufficient to represent the GAL Program in legal proceedings as evidenced by admission to the Florida Bar Association. Extensive knowledge of juvenile law and the GAL Program. Ability to advocate effectively in court on behalf of the GAL Program. Ability to conduct legal research and to draft and file pleadings, motions and appellate briefs on behalf of the GAL Program. Ability to communicate effectively and deal tactfully with individuals involved in litigation and stressful situations. Ability to work with individuals from culturally and economically diverse backgrounds. Ability to utilize a personal computer, including using software programs such as Word, Excel, PowerPoint and Outlook.

Effective: June 1, 1991
Revised: December 1, 1994
Revised: October 1, 2002
Revised: January 1, 2004
Revised: July 1, 2005
Revised: August 25, 2017
Guardian ad Litem

Pay Grade 125

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible work providing leadership regarding the practice of law, legal counsel and representation to a judicial circuit's Guardian ad Litem (GAL) Program. The Supervising Attorney assists the GAL Circuit Director in the implementation of policies and procedures in consultation with the Statewide Guardian ad Litem Office. Supervising Attorneys are working supervisors and are responsible for monitoring/litigating the most complex and/or sensitive cases involving the GAL Program's representation as to the best interests of abused, abandoned and neglected children. In addition to supervising the legal practice, incumbents in this class may serve as administrative supervisors responsible for communicating with, motivating, training and evaluating employees' performance; planning and directing their work; and recommending hiring, rewarding or disciplining subordinate employees. The Supervising Attorney works cooperatively with staff and volunteers to implement a plan that will further each child's best interests. The Supervising Attorney must exercise discretion in dealing with confidential and extremely sensitive issues before the court.

The incumbent provides timely and accurate legal advice and representation on complex operational issues originating in the dependency court system. Incumbents in this class also serve as a liaison between the GAL Program, the community and the courts. The Supervising Attorney works with GAL Program staff and volunteers to ensure they understand applicable legal issues and court procedures. Working relationships must be established with judges, the Department of Children and Families, community based care lead agencies and other social service agencies, community organizations, local law enforcement, attorneys, and the public. Work involves contact with people in stressful situations and with sensitive and confidential information. Work is performed under the day-to-day supervision of a GAL Circuit Director. Practice of law is overseen by Director of Legal Advocacy and Legal Regional Counsel.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida driver's license.

Graduation from an accredited law school, membership in the Florida Bar and five years of progressively responsible experience in the practice of dependency law. Trial experience is essential. Supervisory experience is preferred. An exception for the required experience may be granted by the Executive Director or designee.

KNOWLEDGE, SKILLS, AND ABILITIES

Legal skills and knowledge of Ch. 39, F.S., sufficient to effectively represent the GAL Program in legal proceedings. Admission to the Florida Bar in good standing. Skill in organizing resources and establishing priorities. Ability to organize, develop and deliver presentations. Knowledge of Guardian ad Litem Program policies and procedures, regulations and the legal environment within which they operate. Knowledge of current and developing legal issues and trends in child welfare. Ability to apply principals and practices of effective supervision; plan, organize, prioritize, assign, and delegate work; evaluate staff performance. Skilled at presenting and conducting complex trials, appeals and administrative hearings; giving sound legal advice, instructions, and counsel to subordinates; work independently; perform legal research; analyze and apply legal principles, facts, evidence, and precedents to complex legal problems; present statements of law, facts, and arguments clearly, logically, and forcefully, in both written and oral format; negotiate settlements; maintain confidentiality and objectivity; manage an assigned caseload; operate personal computers and use a variety of computer applications; establish and maintain effective working relationships in the course of work; understand and accept differences in human behavior and cultural and ethnic backgrounds. Work primarily in an office environment including sitting at a desk working with computer equipment, on the phone and meeting with clients for prolonged periods; regularly working with files and with general office equipment; travel to and present cases in the Court.

LEGAL REGIONAL COUNSEL

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible legal work assisting the Executive Director or Director of Legal Advocacy in providing legal services and consultation to the Statewide Guardian ad Litem (GAL) Program. The Legal Regional Counsel ensures that operational activities, policies, programs, Standards and business strategies related to GAL's legal services are fully developed and effectively implemented in the 20 judicial circuits.

Incumbents assigned to this class provide timely and accurate legal advice and representation to the Supervising Attorneys, Circuit Directors, the Director of Legal Advocacy, the General Counsel, and the Executive Director on complex operational and administrative matters on issues originating in the dependency court system. Work may involve overseeing the practice of Circuit legal programs, providing guidance and counsel to Circuit Supervising Attorneys on matters of child welfare law, or conducting quality assurance review or oversight of circuit legal practices. Legal Regional Counsels may be called upon to conduct special research or review projects from time to time.

EDUCATION AND TRAINING REQUIREMENTS

Must possess a valid Florida Driver's license.

Graduation from an accredited law school, membership in the Florida Bar and five years of progressively responsible experience in the practice of law, including three years in dependency law, or the appropriate specialty area of law for the position. The Executive Director or designee may make an exception to the required experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

In-depth understanding and knowledge of Ch. 39, F.S., and related federal and state law pertaining to child welfare. Ability to organize resources and establish priorities. Ability to develop and deliver presentations. Knowledge of GAL Program policies and procedures, regulations and the legal environment within which they operate. Knowledge of current and developing legal issues and trends in child welfare law. Knowledge of legal implications of policies and practices. Ability to draft legal documents such as pleadings, legal responses, affidavits, position statements and briefs. Ability to write reports containing technical information. Ability to conduct complex legal research. Ability to coach and mentor circuit legal staff and supervisors. Skilled in working with a variety of court and circuit environments, and with diverse teams.

Effective: June 1, 1991

Revised: January 1, 2004

Revised: July 1, 2004

Revised: July 1, 2005

Revised: August 24, 2017

Guardian ad Litem

Pay Grade 130

DISTINGUISHING CHARACTERISTICS OF WORK

The General Counsel is the principal legal advisor for the Statewide Guardian ad Litem Office on all legal matters and is the legal advisor to the Executive Director, Executive Staff and Circuit/Program Directors. The General Counsel provides and/or oversees a broad range of legal services to ensure operational activities, policies and programs, legislative matters and business strategies are effectively and efficiently implemented in accordance with sound legal risk management and compliance objectives. The incumbent is expected to demonstrate the GAL core competencies in the performance of his or her duties and responsibilities.

May direct legal services provided to and by the State Office as assigned by the Executive Director, including but not limited to: providing timely and accurate legal advice and representation on complex operational and administration matters to the Executive Director, Executive Staff and Circuit/Program Directors such as issues originating in the dependency court system, employment issues, information and technology issues, financial matters and claims by third parties against the State Office.

Assists the Executive Director in developing and implementing internal and external State Office policy with respect to operations, administration, public relations and legislative/intergovernmental affairs. May supervise legal personnel who report directly to the State Office.

EDUCATION AND TRAINING REQUIREMENTS

Juris Doctorate. Admission to the Florida Bar, and five years of progressively responsible experience in the legal field including managerial experience.

KNOWLEDGE, SKILLS AND ABILITIES

Actively manages and/or oversees the drafting of a broad range of documents and contracts involving third-party relationships with the State Office. When necessary, leads in the negotiations of agreements and contracts with the State Office. Prepares and/or oversees the preparation and finalization of contracts and memoranda of understanding on behalf of and to the benefit of the State Office.

Develops, implements, and maintains policies and procedures designed to implement best practices and meet Program needs for legal representation including but not limited to: enforcement of statewide standards of practice for program attorneys, provision of training and support for all program attorneys. Provides advice to the State Office regarding budget and government reports.

Effective: November 1,
2001 Revised: February
04, 2004
Revised: January 5, 2015
Revised 9-6-17
Guardian ad Litem

EXECUTIVE DIRECTOR, FLORIDA GUARDIAN AD LITEM PROGRAM**DISTINGUISHING CHARACTERISTICS OF WORK**

This is executive level work directing and administering the Florida Guardian ad Litem (GAL) Program in achieving its mission to advocate for the best interests of children who are abused, neglected, or abandoned. The Executive Director shall oversee and direct the mission and functions of the Statewide Guardian ad Litem Office in accordance with state and federal law. The Executive Director shall ensure that the Statewide Guardian ad Litem Office provides oversight for and technical assistance to all guardian ad litem and attorney ad litem programs located within the judicial circuits. The Executive Director reports to the Governor and serves a 3-year term, subject to removal only for cause by the Governor. Any person appointed to serve as the Executive Director may be permitted to serve more than one term.

In addition, the Executive Director may act as the General Counsel to the Program by providing direct oversight of the Legal Counsel and directing and implementing operational activities, policies, programs, legislative affairs and business strategies related to the GAL's legal component, including issues originating in the dependency court system, contracts, employment, and claims by third parties against the State Office.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of dependency law and social service delivery systems available to meet the needs of children who are abused, neglected, or abandoned, and their families. Ability to identify resources required to implement methods of collecting, reporting, and tracking reliable and consistent case data. Ability to review the current guardian ad litem programs in Florida and other states, make recommendations on program improvement and implement change. Ability to develop statewide performance measures and standards. Ability to oversee the development of a guardian ad litem training program. Ability to review the various methods of funding guardian ad litem programs, to maximize the use of those funding sources, and to review the kinds of services being provided by circuit guardian ad litem programs. Ability to determine the feasibility or desirability of new concepts of organization, administration, financing, or service delivery designed to preserve the civil and constitutional rights and fulfill other needs of dependent children. Skilled at communicating the mission and goals of the GAL Program.

TRAINING AND EXPERIENCE REQUIREMENTS

A bachelor's degree from an accredited college or university and five years of relevant experience.

Effective: 10/01/03

Revised: August 25, 2017

Guardian ad Litem

Pay Grade 133